

**PUBLIC MEETING NOTICE AND AGENDA  
VILLAGE OF HUNTLEY  
VILLAGE BOARD MEETING**

**THURSDAY, JUNE 14, 2018  
7:00 P.M.**



1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comments
5. Items For Discussion and Consideration:
  - a) Consideration – Approval of the June 14, 2018 Bill List in the amount of \$1,287,563.79
  - b) Transmittal – Comprehensive Annual Financial Report (CAFR) for the Fiscal Year End December 31, 2017
  - c) Discussion – Policy Direction Regarding Business District Program Implementation
  - d) Consideration – A Resolution Authorizing Acceptance of a Proposal from Arrow Road Construction Co. to Complete Edge Mill & HMA Overlay in the Amount Not to Exceed \$54,000.00 and Waiving Competitive Bidding
  - e) Consideration – A Resolution Approving the Purchase of Lighting Materials for the Village of Huntley 2018 LED Lighting Incentive Program and Waiving Competitive Bidding
  - f) Consideration – An Ordinance Approving an Amendment to Chapter 155: Subdivision Regulations to Modify the Allowed Width of Driveway Approaches
  - g) Consideration – A Resolution Adopting a New Purchasing Manual for the Village of Huntley
6. Village Attorney’s Report
7. Village Manager’s Report
8. Village President’s Report
9. Unfinished Business
10. New Business

11. Executive Session

- a) Probable or Imminent Litigation and Pending Litigation
- b) Contractual
- c) Property Acquisition, Purchase, Sale or Lease of Real Estate
- d) Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of the Village of Huntley
- e) Collective Bargaining
- f) Appointment, Discipline or Removal of Public Officers
- g) Appointment of a Public Officer
- h) Review of Closed Session Minutes
- i) Other

12. Possible Action on any Closed Session Item

13. Adjournment

MEETING LOCATION  
Village of Huntley Municipal Complex  
10987 Main Street  
Huntley, IL 60142

The Village of Huntley is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding accessibility of the meeting or the facilities, are requested to contact Mr. David Johnson, Village Manager at 847-515-5200. The Village Board Room is handicap accessible.



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David J. Johnson, Village Manager



**AGENDA ITEM**  
**VILLAGE BOARD MEETING: 6/14/18**  
**Bills List Fiscal Year End 12/31/2018**

The following is a breakdown by Fund for the June 14, 2018 Bills List.

<b>FUND</b>	<b>DEPARTMENT</b>	<b>TOTALS</b>
01	General Fund *(Non-Expense Related Items)	\$47,417.63
01	Legislative & Executive	\$18,884.54
01	Village Manager's Office	\$2,025.85
01	Finance & HR	\$22,785.07
01	Buildings & Grounds	\$961.06
01	Police Department	\$19,639.18
01	Streets/Underground	\$29,830.77
01	PW Admin/Engineering	\$1,608.94
01	Development Services	\$7,495.40
05	Municipal Buildings	\$5,747.09
10	Water Operating	\$107,803.75
11	Sewer Operating	\$116,920.89
12	Sewer Equipment Replacement	\$2,444.38
16	Downtown TIF	\$216,879.31
20	Water Capital Devl	\$5,250.00
21	Water Equipment Replacement	\$179,004.05
30	Sewer Capital Devl	\$182,325.00
46	Liability Insurance	\$289,317.00
47	Benefits Fund	\$1,430.43
48	Equipment Replacement	\$29,067.69
80	Police Pension	\$725.76
	<b>6/14/18 Bills Payable</b>	<b>\$1,287,563.79</b>
	<b>5/25/18 Payroll Date</b>	<b>\$323,178.03</b>
	<b>Total Payroll</b>	<b>\$323,178.03</b>
	<b>Total Disbursements</b>	<b>\$1,610,741.82</b>

\*(Compliance Bond Refunds, Impact Fees, Deposit Refunds, and A/R-Bulk Fuel)

# Detail Board Report 6/14/2018

<i>Fund</i>	<i>Department</i>	<i>Item Description</i>	<i>Amount</i>
<b>1000BULBS.COM</b>			
GENERAL	STRTS/UNDRGRND UTIL	150W BULB	\$484.40
GENERAL	STRTS/UNDRGRND UTIL	250W BULB	\$397.80
GENERAL	STRTS/UNDRGRND UTIL	100W BULB	\$467.50
GENERAL	STRTS/UNDRGRND UTIL	SHIPPING	\$68.96
<b>Vendor Total:</b>			<b>\$1,418.66</b>
<b>ACE HARDWARE</b>			
GENERAL	BLDGS & GROUNDS	CROSS BAR 4" SVL/FASTENERS-OVH	\$9.76
GENERAL	BLDGS & GROUNDS	PLASTI DIP 14.5 OZ BLACK-OVH	\$9.59
DOWNTOWN TIF	DOWNTOWN TIF	CLEAR POLY FILM/TAPE	\$36.57
GENERAL	STRTS/UNDRGRND UTIL	BLACK SPRAYPAINT & PRIMER	\$11.97
SEWER OPERATING	SEWER FUND	BATTERIES FOR LOCATOR	\$27.98
GENERAL	STRTS/UNDRGRND UTIL	ELBOW/ADAPTER/FLEX SEAL SPRAY	\$38.16
GENERAL	BLDGS & GROUNDS	CAULK/STRAP EMT 1HOLE 1"	\$14.36
GENERAL	DEVELOPMENT SVCS	ELEC TAPE/FASTENERS/BOLTS#1710	\$13.39
<b>Vendor Total:</b>			<b>\$161.78</b>
<b>ADVANCED BUSINESS NETWORKS INC</b>			
GENERAL	FINANCE & H R	MONITORING SVC	\$60.00
GENERAL	FINANCE & H R	EXCHANGE SVC	\$889.00
GENERAL	FINANCE & H R	ETHERNET SVC 10MBPS	\$697.95
GENERAL	FINANCE & H R	SPAM CONTROL SVC	\$381.00
<b>Vendor Total:</b>			<b>\$2,027.95</b>
<b>ALDI, INC.</b>			
GENERAL	GENERAL FUND	CBOND#20170915 12300 PRINCETON	\$3,500.00
<b>Vendor Total:</b>			<b>\$3,500.00</b>
<b>PLOTE CONSTRUCTION INC</b>			
GENERAL	STRTS/UNDRGRND UTIL	IDOT SURFACE & BINDER	\$1,498.89
<b>Vendor Total:</b>			<b>\$1,498.89</b>
<b>AMERICAN COMMUNITY BK &amp; TRUST</b>			
EQUIPMENT RPLCMNT	EQUIP REPL	TRAINING ROOM WIRELESS MOUSE	\$90.93
GENERAL	POLICE DEPARTMENT	ILEAS AVON RESPIRATOR	\$58.00
GENERAL	FINANCE & H R	SIGN UP GENIUS SUBSCRIPTION	\$269.89
GENERAL	FINANCE & H R	PRIVACY FILM-WINDOW A236	\$18.99
GENERAL	FINANCE & H R	PW WELLNESS EVENT EXP	\$55.95
GENERAL	POLICE DEPARTMENT	ONLINE RESPIRATOR MED EVAL	\$29.00
GENERAL	FINANCE & H R	SUPPLIES EMPLOYEE RECOG EVENT	\$101.09
GENERAL	FINANCE & H R	OFFICE SUPPLIES	\$40.98
GENERAL	FINANCE & H R	IPPPA RETIREMENT COORD TRNG	\$175.00
GENERAL	DEVELOPMENT SVCS	FRAMES/HNTLY ARTWORK ECO DEV	\$15.92
GENERAL	DEVELOPMENT SVCS	ICSC CONFR EXPENSES	\$81.26
GENERAL	LEGISLATIVE & EXEC	GREEN & CLEAN DAY EXP	\$84.93
GENERAL	LEGISLATIVE & EXEC	BOARD ROOM SUPPLIES	\$13.98
GENERAL	LEGISLATIVE & EXEC	RECOGNITION AWARD	\$25.00
GENERAL	DEVELOPMENT SVCS	SHOP HUNTLEY TOTE BAGS	\$825.00
GENERAL	DEVELOPMENT SVCS	RUN CHARGE	\$225.00
GENERAL	DEVELOPMENT SVCS	FREIGHT	\$66.30
SEWER OPERATING	SEWER FUND	IAWPCO CONFR EXPENSES	\$843.06
GENERAL	STRTS/UNDRGRND UTIL	OFFICE SUPPLIES	\$35.68
WATER OPERATING	WATER FUND	OFFICE SUPPLIES	\$12.49
GENERAL	PW ADMIN/ENGINEERING	2018 APWA NATL TOP TEN AWARD	\$40.00

# Detail Board Report 6/14/2018

<b>Fund</b>	<b>Department</b>	<b>Item Description</b>	<b>Amount</b>
GENERAL	FINANCE & H R	PERSONALIZED GLASS AWARD	\$143.00
GENERAL	STRTS/UNDRGRND UTIL	SAFETY POSTERS	\$53.13
GENERAL	PW ADMIN/ENGINEERING	VEH MAINT	\$40.00
GENERAL	STRTS/UNDRGRND UTIL	FIRE EXT TRAINING EXP	\$67.13
WATER OPERATING	WATER FUND	FIRE EXT TRAINING EXP	\$67.14
SEWER OPERATING	SEWER FUND	FIRE EXT TRAINING EXP	\$67.13
GENERAL	STRTS/UNDRGRND UTIL	OFFICE SUPPLIES	\$71.75
GENERAL	BLDGS & GROUNDS	SLOAN FLUSHMATE RE/PL SYSTEM	\$161.95
GENERAL	BLDGS & GROUNDS	LED R/PL LIGHT-GATEWAY SIGN	\$120.00
GENERAL	BLDGS & GROUNDS	SHIPPING	\$11.50
GENERAL	BLDGS & GROUNDS	3X5 AIR FORCE FLAG	\$22.09
GENERAL	BLDGS & GROUNDS	3X5 NAVY FLAG	\$22.09
GENERAL	BLDGS & GROUNDS	3X5 MARINE FLAG	\$22.09
GENERAL	BLDGS & GROUNDS	3X5 ARMY FLAG	\$22.09
GENERAL	BLDGS & GROUNDS	3X5 COAST GUARD FLAG	\$22.09
GENERAL	BLDGS & GROUNDS	3X5 ARMY NAT'L GUARD	\$40.29
MUNICIPAL BUILDINGS	MUNICIPAL BLDGS	WALL SCONCE	\$250.02
MUNICIPAL BUILDINGS	MUNICIPAL BLDGS	OPEN FACE WALL PLATE LIGHT	\$264.86
GENERAL	STRTS/UNDRGRND UTIL	PW OPEN HOUSE SUPPLIES	\$72.42
GENERAL	POLICE DEPARTMENT	LIC PLATE RNWL #11	\$103.37
GENERAL	POLICE DEPARTMENT	LIC PLATE RNWL #12	\$103.37
GENERAL	FINANCE & H R	IPPFA RETIREMENT COORD TRNG	\$175.00
GENERAL	PW ADMIN/ENGINEERING	OFFICE SUPPLIES	\$28.60
GENERAL	LEGISLATIVE & EXEC	MEMORIAL DAY PARADE CANDY	\$244.69
GENERAL	LEGISLATIVE & EXEC	LADIES NIGHT OUT SUPPLIES	\$59.22
GENERAL	LEGISLATIVE & EXEC	BATTERIES	\$7.47
GENERAL	LEGISLATIVE & EXEC	MAYOR MTG EXPENSES	\$96.44
GENERAL	POLICE DEPARTMENT	DRONE TRAINING/OFC ROWLETT	\$350.00
GENERAL	POLICE DEPARTMENT	WEB CAM FOR CONFR ROOM	\$23.53
GENERAL	POLICE DEPARTMENT	2018 INTL CHIEFS CNFR/TRVL EXP	\$703.92
GENERAL	VILLAGE MGR'S OFC	VEHICLE MAINT	\$10.00
GENERAL	POLICE DEPARTMENT	TRAIL CAMERA BATTERIES	\$13.99
GENERAL	POLICE DEPARTMENT	TRAINING EXP/HOOTEN	\$175.84
POLICE PENSION	POLICE PENSION	POLICE PENSION CONFR/LODGING	\$725.76
GENERAL	PW ADMIN/ENGINEERING	FUEL #1612	\$56.62
GENERAL	POLICE DEPARTMENT	VEHICLE MAINT/PD	\$329.45
GENERAL	POLICE DEPARTMENT	FUEL - IL CHIEF OF POLICE CONF	\$17.61
GENERAL	POLICE DEPARTMENT	LODGING EXP/ILACP CONFR	\$140.30
GENERAL	FINANCE & H R	SHIPPING	\$56.95
GENERAL	PW ADMIN/ENGINEERING	VEH MAINT	\$40.00
<b>Vendor Total:</b>			<b>\$8,111.35</b>
<b>AMERICAN ENGLISH</b>			
GENERAL	LEGISLATIVE & EXEC	AMERICAN ENGLISH BAND 6.19.18	\$3,150.00
<b>Vendor Total:</b>			<b>\$3,150.00</b>
<b>AT&amp;T</b>			
MUNICIPAL BUILDINGS	MUNICIPAL BLDGS	INTERNET SVC - OVH SEC CAMERAS	\$130.09
GENERAL	FINANCE & H R	911 LOCATOR	\$63.45
<b>Vendor Total:</b>			<b>\$193.54</b>
<b>B&amp;F CONSTRUCTION CODE SVC INC</b>			
WATER OPERATING	WATER FUND	BACKFLOW PREV INSPECTIONS	\$1,700.00

# Detail Board Report 6/14/2018

<i>Fund</i>	<i>Department</i>	<i>Item Description</i>	<i>Amount</i>
WATER OPERATING	WATER FUND	BACKFLOW PREV INSPECTIONS	\$580.00
		<b>Vendor Total:</b>	<b>\$2,280.00</b>
<b>BACKFLOW SOLUTIONS INC</b>			
WATER OPERATING	WATER FUND	CROSS CONNECT CONTROL PRGM	\$208.95
		<b>Vendor Total:</b>	<b>\$208.95</b>
<b>BACKGROUNDS ONLINE</b>			
GENERAL	FINANCE & H R	BACKGROUNDS	\$399.75
		<b>Vendor Total:</b>	<b>\$399.75</b>
<b>BAECORE GROUP INC</b>			
EQUIPMENT RPLCMNT	EQUIP REPL	ERP IMPLEMENTATION PROJ MGMNT	\$8,850.00
WATER EQUIP RPLCMNT	WATER ERF	ERP IMPLEMENTATION PROJ MGMNT	\$7,615.00
SEWER EQUIP RPLCMNT	SEWER ERF	ERP IMPLEMENTATION PROJ MGMNT	\$1,235.00
		<b>Vendor Total:</b>	<b>\$17,700.00</b>
<b>CHRISTIAN BEHLES</b>			
GENERAL	GENERAL FUND	REFUND OVERPMT TKT P027939	\$25.00
		<b>Vendor Total:</b>	<b>\$25.00</b>
<b>BLU PETROLEUM</b>			
GENERAL	GENERAL FUND	FUEL	\$10,448.65
		<b>Vendor Total:</b>	<b>\$10,448.65</b>
<b>THE BLUE LINE</b>			
GENERAL	FINANCE & H R	PART TIME CSO AD	\$298.00
		<b>Vendor Total:</b>	<b>\$298.00</b>
<b>BONNELL INDUSTRIES INC</b>			
GENERAL	STRTS/UNDRGRND UTIL	12' PLOW - STRGHT #1696	\$5,600.00
EQUIPMENT RPLCMNT	EQUIP REPL	INSTALL CLOSED LOOP SYS #1691	\$7,175.00
GENERAL	STRTS/UNDRGRND UTIL	CR 6 LAMP REMOTE POWER SPLY	-\$260.83
EQUIPMENT RPLCMNT	EQUIP REPL	INSTL CLOSED LOOP SYS#1692	\$5,775.00
		<b>Vendor Total:</b>	<b>\$18,289.17</b>
<b>JUAN BRITO</b>			
GENERAL	GENERAL FUND	CBOND#20180101 9805 KELLEY LN	\$200.00
		<b>Vendor Total:</b>	<b>\$200.00</b>
<b>C &amp; L RENTALS SALES &amp; SVC INC</b>			
GENERAL	STRTS/UNDRGRND UTIL	TUNE UP GAS POWERED BLOWER	\$87.15
GENERAL	STRTS/UNDRGRND UTIL	RAINSUITE W/BIBS (2)	\$46.96
GENERAL	STRTS/UNDRGRND UTIL	MUFFLER FOR GAS PLANER	\$77.48
		<b>Vendor Total:</b>	<b>\$211.59</b>
<b>CDM PROMOTIONS INC</b>			
GENERAL	LEGISLATIVE & EXEC	VOH POLO SHIRTS	\$290.00
GENERAL	VILLAGE MGR'S OFC	VOH POLO SHIRTS	\$290.00
		<b>Vendor Total:</b>	<b>\$580.00</b>
<b>CDS OFFICE TECHNOLOGIES</b>			
EQUIPMENT RPLCMNT	EQUIP REPL	SHIPPING #30	\$17.00
EQUIPMENT RPLCMNT	EQUIP REPL	HAVIS DOCKING STATION #30	\$736.00
EQUIPMENT RPLCMNT	EQUIP REPL	SIDE MOUNT PACKAGE #30	\$445.00
		<b>Vendor Total:</b>	<b>\$1,198.00</b>
<b>CDW GOVERNMENT INC</b>			
EQUIPMENT RPLCMNT	EQUIP REPL	VMWARE 3 YEAR AGRMNT	\$3,560.00
		<b>Vendor Total:</b>	<b>\$3,560.00</b>

# Detail Board Report 6/14/2018

<b>Fund</b>	<b>Department</b>	<b>Item Description</b>	<b>Amount</b>
<b>CENTEGRA OCCUPATIONAL HEALTH</b>			
GENERAL	FINANCE & H R	EMPLOYEE SCREEN	\$35.00
GENERAL	FINANCE & H R	EMPLOYEE SCREEN	\$35.00
<b>Vendor Total:</b>			<b>\$70.00</b>
<b>CERTIFIED BALANCE &amp; SCALE CORP</b>			
SEWER OPERATING	SEWER FUND	HACH COLORIMETER CERT.	\$141.00
SEWER OPERATING	SEWER FUND	CALBRTE PORTABLE PH PROBE	\$141.00
SEWER OPERATING	SEWER FUND	CALBRT/CLEAN PRTBL DO PROBES	\$282.00
SEWER OPERATING	SEWER FUND	CALIBRATE & CLEAN LAB BALANCES	\$208.00
<b>Vendor Total:</b>			<b>\$772.00</b>
<b>CLARKE ENVIRON MOSQUITO MGMT</b>			
GENERAL	STRTS/UNDRGRND UTIL	MOSQUITO MANAGMENT SVC	\$9,975.00
<b>Vendor Total:</b>			<b>\$9,975.00</b>
<b>COLLEGE OF DUPAGE</b>			
GENERAL	POLICE DEPARTMENT	LAW ENFORCEMENT CE/FIEBELKORN	\$50.00
GENERAL	POLICE DEPARTMENT	LAW ENFORCEMENT CE/KEPPLER	\$50.00
GENERAL	POLICE DEPARTMENT	FRONT DESK SECURITY/CHURA	\$75.00
GENERAL	POLICE DEPARTMENT	LAW ENFORCEMENT CE/CASTELLAN	\$50.00
GENERAL	POLICE DEPARTMENT	EMERG RESPONSE CE/RACILA	\$199.00
<b>Vendor Total:</b>			<b>\$424.00</b>
<b>COLLIER ENGINEERING CO INC</b>			
GENERAL	DEVELOPMENT SVCS	PLAN REVIEW SERVICES	\$380.00
<b>Vendor Total:</b>			<b>\$380.00</b>
<b>COMCAST</b>			
GENERAL	POLICE DEPARTMENT	INTERNET SVC	\$251.25
SEWER OPERATING	SEWER FUND	INTERNET SVC	\$1,403.74
GENERAL	VILLAGE MGR'S OFC	INTERNET SVC	\$251.25
GENERAL	LEGISLATIVE & EXEC	INTERNET SVC	\$245.78
WATER OPERATING	WATER FUND	INTERNET SVC	\$1,403.72
GENERAL	FINANCE & H R	INTERNET SVC	\$251.25
GENERAL	DEVELOPMENT SVCS	INTERNET SVC	\$251.25
GENERAL	PW ADMIN/ENGINEERING	INTERNET SVC	\$1,403.72
<b>Vendor Total:</b>			<b>\$5,461.96</b>
<b>COMED</b>			
GENERAL	STRTS/UNDRGRND UTIL	ELECTRIC	\$39.18
SEWER OPERATING	SEWER FUND	ELECTRIC	\$128.75
<b>Vendor Total:</b>			<b>\$167.93</b>
<b>CONSTELLATION NEWENERGY INC</b>			
GENERAL	STRTS/UNDRGRND UTIL	ELECTRIC	\$6,557.32
<b>Vendor Total:</b>			<b>\$6,557.32</b>
<b>COON CREEK SOD FARMS</b>			
SEWER OPERATING	SEWER FUND	BAGS 12-0-2 WEED&FEED W/ TRIMC	\$1,236.00
GENERAL	STRTS/UNDRGRND UTIL	BAGS 12-0-2 WEED&FEED W/ TRIMC	\$1,236.00
GENERAL	STRTS/UNDRGRND UTIL	TRIMEC 992	\$252.38
GENERAL	STRTS/UNDRGRND UTIL	50LB BAG SUBURBAN GRASS SD MX	\$109.00
<b>Vendor Total:</b>			<b>\$2,833.38</b>
<b>CORE &amp; MAIN</b>			
WATER OPERATING	WATER FUND	6" VALVE RISER	\$126.00
DOWNTOWN TIF	DOWNTOWN TIF	W&S MISC-SW CORNER RT47&MAIN	\$1,119.41

# Detail Board Report 6/14/2018

<b>Fund</b>	<b>Department</b>	<b>Item Description</b>	<b>Amount</b>
WATER OPERATING	WATER FUND	SERVICE BOX/CURB BX ROD	\$61.00
WATER OPERATING	WATER FUND	H10306 CURB BOX	\$225.00
WATER OPERATING	WATER FUND	1-1/4"X39" CURB BOX ROD	\$80.00
<b>Vendor Total:</b>			<b>\$1,611.41</b>
<b>COWLIN &amp; CURRAN PROF CORP</b>			
GENERAL	LEGISLATIVE & EXEC	LEGAL SERVICES	\$360.00
GENERAL	POLICE DEPARTMENT	LEGAL SERVICES	\$80.00
GENERAL	POLICE DEPARTMENT	LEGAL SERVICES	\$3,863.00
<b>Vendor Total:</b>			<b>\$4,303.00</b>
<b>DAILY HERALD</b>			
GENERAL	FINANCE & H R	PART TIME CSO AD	\$399.00
<b>Vendor Total:</b>			<b>\$399.00</b>
<b>DREISILKER ELECTRIC MOTORS</b>			
MUNICIPAL BUILDINGS	MUNICIPAL BLDGS	COGGED V-BELTS	\$181.80
<b>Vendor Total:</b>			<b>\$181.80</b>
<b>EXXON MOBIL BUSINESS CARD</b>			
GENERAL	POLICE DEPARTMENT	FUEL/ILEAS MFF COMMAND MTG	\$29.45
<b>Vendor Total:</b>			<b>\$29.45</b>
<b>FEDEX</b>			
SEWER OPERATING	SEWER FUND	#8073-4570-2 UB LCK BX REPORTS	\$12.41
WATER OPERATING	WATER FUND	#8073-4570-2 UB LCK BX REPORTS	\$37.16
SEWER OPERATING	SEWER FUND	#8073-4570-2 UB LCK BX REPORTS	\$37.15
WATER OPERATING	WATER FUND	#8073-4570-2 UB LCK BX REPORTS	\$37.16
SEWER OPERATING	SEWER FUND	#8073-4570-2 UB LCK BX REPORTS	\$37.15
WATER OPERATING	WATER FUND	#8073-4570-2 UB LCK BX REPORTS	\$12.42
<b>Vendor Total:</b>			<b>\$173.45</b>
<b>FILIPPINI LAW FIRM</b>			
GENERAL	POLICE DEPARTMENT	LEGAL SERVICES	\$490.00
GENERAL	LEGISLATIVE & EXEC	LEGAL SERVICES	\$2,913.50
<b>Vendor Total:</b>			<b>\$3,403.50</b>
<b>FILTERSUSA.COM</b>			
GENERAL	BLDGS & GROUNDS	12X18X1 FIBERGLASS FILTER	\$178.20
GENERAL	BLDGS & GROUNDS	14X16X1 FIBERGLASS FILTER	\$119.40
GENERAL	BLDGS & GROUNDS	10X14X1 FIBERGLASS FILTER	\$119.40
GENERAL	BLDGS & GROUNDS	CREDIT RETURN ITEMS #48216	-\$167.40
<b>Vendor Total:</b>			<b>\$249.60</b>
<b>THE FLOLO CORP</b>			
WATER EQUIP RPLCMNT	WATER ERF	SHIPPING	\$60.00
WATER EQUIP RPLCMNT	WATER ERF	TRBLSHOOT/REPAIR ABB VFD W#11	\$2,856.37
<b>Vendor Total:</b>			<b>\$2,916.37</b>
<b>FOLEY &amp; LARDNER LLP</b>			
SEWER OPERATING	SEWER FUND	LEGAL SVCS/2017 DEBT CERT	\$2,037.21
<b>Vendor Total:</b>			<b>\$2,037.21</b>
<b>ROBERT GENTILE</b>			
WATER OPERATING	WATER FUND	0501039280-06 UB CR BAL REFUND	\$23.91
<b>Vendor Total:</b>			<b>\$23.91</b>
<b>GRAINGER</b>			
GENERAL	BLDGS & GROUNDS	INSULATION FOR WALL DRAIN @OVF	\$98.18

# Detail Board Report 6/14/2018

<i>Fund</i>	<i>Department</i>	<i>Item Description</i>	<i>Amount</i>
		<b>Vendor Total:</b>	<b>\$98.18</b>
<b>MARGO GRIFFIN</b>			
GENERAL	DEVELOPMENT SVCS	EXP REIMB/ICSC CONFR	\$71.80
		<b>Vendor Total:</b>	<b>\$71.80</b>
<b>HAWKINS INC</b>			
WATER OPERATING	WATER FUND	CHLORINE CYLINDERS/HYDROF ACID	\$3,518.25
SEWER OPERATING	SEWER FUND	POLYMER - EAST PLANT	\$3,438.50
SEWER OPERATING	SEWER FUND	ALUM SULFATE LOAD-W PLANT	\$4,104.09
SEWER OPERATING	SEWER FUND	POLYMER - WEST PLANT	\$3,874.83
		<b>Vendor Total:</b>	<b>\$14,935.67</b>
<b>HAWKS NAPA AUTO PARTS</b>			
GENERAL	POLICE DEPARTMENT	OIL FILTERS #13	\$8.84
SEWER OPERATING	SEWER FUND	HITCHPIN #1912	\$6.49
GENERAL	DEVELOPMENT SVCS	AIR FILTER #1710	\$14.34
SEWER OPERATING	SEWER FUND	MARK LAMP #1950	\$9.20
GENERAL	STRTS/UNDRGRND UTIL	AIR FILTER/PUSH MOWER	\$8.29
GENERAL	STRTS/UNDRGRND UTIL	2 CYC OIL/WEED WHIPS/CHAINSAWS	\$25.16
GENERAL	POLICE DEPARTMENT	SIREN REPLACEMENT BATTERIES	\$1,174.68
GENERAL	POLICE DEPARTMENT	CORE DEPOSIT	\$324.00
		<b>Vendor Total:</b>	<b>\$1,571.00</b>
<b>HOGAN EXTERIORS, INC.</b>			
WATER EQUIP RPLCMNT	WATER ERF	RE-ROOF WELL#11 & RE/PL GUTTER	\$12,160.00
		<b>Vendor Total:</b>	<b>\$12,160.00</b>
<b>HOME DEPOT CREDIT SERVICES</b>			
GENERAL	BLDGS & GROUNDS	ELECTRICAL SUPPLIES	\$15.68
GENERAL	BLDGS & GROUNDS	MISC ELECTRICAL SUPPLIES	\$64.99
WATER OPERATING	WATER FUND	DRILL	\$99.00
		<b>Vendor Total:</b>	<b>\$179.67</b>
<b>HOUSEAL LAVIGNE ASSOCIATES</b>			
GENERAL	GENERAL FUND	SO HNTLY SUBAREA PLAN/2017 SVC	\$18,306.43
GENERAL	GENERAL FUND	SO HNTLY SUBAREA PLAN/2017 SVC	\$3,667.46
GENERAL	GENERAL FUND	SO HNTLY SUBAREA PLAN/2017 SVC	\$446.16
GENERAL	GENERAL FUND	SO HNTLY SUBAREA PLAN/2017 SVC	\$1,163.70
GENERAL	GENERAL FUND	SO HNTLY SUBAREA PLAN/2017 SVC	\$1,967.23
GENERAL	GENERAL FUND	SO HNTLY SUBAREA PLAN/2017 SVC	\$2,336.22
GENERAL	GENERAL FUND	SO HNTLY SUBAREA PLAN/2017 SVC	\$3,187.50
		<b>Vendor Total:</b>	<b>\$31,074.70</b>
<b>ICMA</b>			
GENERAL	VILLAGE MGR'S OFC	ICMA - MEMBERSHIP RENEWAL	\$1,360.00
		<b>Vendor Total:</b>	<b>\$1,360.00</b>
<b>IL DEPT OF AGRICULTURE</b>			
WATER OPERATING	WATER FUND	PEST CONTROL LIC-3 YRS/STEVENS	\$45.00
		<b>Vendor Total:</b>	<b>\$45.00</b>
<b>JG UNIFORMS INC</b>			
GENERAL	POLICE DEPARTMENT	MOLLE MACE POUCH/INGALLINERA	\$17.40
GENERAL	POLICE DEPARTMENT	MOLLE TASER PLATFORM/SPARE	\$26.98
GENERAL	POLICE DEPARTMENT	SHIPPING	\$11.19
GENERAL	POLICE DEPARTMENT	VEST COVER/CHOKLAD	\$201.95
GENERAL	POLICE DEPARTMENT	SHIPPING	\$11.06

# Detail Board Report 6/14/2018

<b>Fund</b>	<b>Department</b>	<b>Item Description</b>	<b>Amount</b>
GENERAL	POLICE DEPARTMENT	OUTER VEST COVER/DVORAK	\$171.95
		<b>Vendor Total:</b>	<b>\$440.53</b>
<b>LANDS END</b>			
WATER OPERATING	WATER FUND	POLO'S VOH LOGO/METER TECH	\$53.90
GENERAL	FINANCE & H R	POLO'S VOH LOGO/METER TECH	\$53.90
GENERAL	FINANCE & H R	SWEATER/VOH LOGO	\$61.85
GENERAL	FINANCE & H R	SWEATERS/VOH LOGO'S	\$387.60
		<b>Vendor Total:</b>	<b>\$557.25</b>
<b>LAYNE CHRISTENSEN CO</b>			
WATER EQUIP RPLCMNT	WATER ERF	GEN SVC AGRMNT W#9-1 YEAR	\$95,555.46
WATER EQUIP RPLCMNT	WATER ERF	W#7 EMERG REPAIR PUMPING ASSY	\$26,853.65
		<b>Vendor Total:</b>	<b>\$122,409.11</b>
<b>LEROYS LAWN EQUIPMENT INC</b>			
GENERAL	STRTS/UNDRGRND UTIL	BELT-B89 WRAPPED #1652	\$66.78
		<b>Vendor Total:</b>	<b>\$66.78</b>
<b>M&amp;A PRECISION TRUCK REPAIR</b>			
WATER OPERATING	WATER FUND	SAFETY LANE #1861	\$30.00
		<b>Vendor Total:</b>	<b>\$30.00</b>
<b>MARCO TECHNOLOGIES LLC</b>			
GENERAL	VILLAGE MGR'S OFC	LEXMAR PRINTER LEASE	\$114.60
GENERAL	DEVELOPMENT SVCS	LEXMAR PRITNER LEASE	\$114.60
		<b>Vendor Total:</b>	<b>\$229.20</b>
<b>SUSAN MCGEE</b>			
WATER OPERATING	WATER FUND	0201001340-05 UB DUPE PMT RFND	\$84.87
		<b>Vendor Total:</b>	<b>\$84.87</b>
<b>MCHENRY COUNTY</b>			
GENERAL	LEGISLATIVE & EXEC	MCRIDE SENIOR TRANS SVCS	\$2,429.08
		<b>Vendor Total:</b>	<b>\$2,429.08</b>
<b>MCHENRY COUNTY COUNCIL OF GOVT</b>			
GENERAL	LEGISLATIVE & EXEC	MCCG ANNUAL DUES	\$7,391.00
GENERAL	LEGISLATIVE & EXEC	MCCG MBRSHIP MTG 5.23.18	\$60.00
		<b>Vendor Total:</b>	<b>\$7,451.00</b>
<b>MCHENRY COUNTY RECORDER</b>			
GENERAL	LEGISLATIVE & EXEC	LAREDO BILLING 3RD QTR	\$275.00
GENERAL	LEGISLATIVE & EXEC	DOCUMENT PRINTING	\$3.00
		<b>Vendor Total:</b>	<b>\$278.00</b>
<b>MERIDIAN IT INC</b>			
MUNICIPAL BUILDINGS	MUNICIPAL BLDGS	AVAYA HARDWARE SUPPORT	\$4,512.00
		<b>Vendor Total:</b>	<b>\$4,512.00</b>
<b>METRO-WESTERN COOK</b>			
GENERAL	LEGISLATIVE & EXEC	METRO CREDIT-APPLICANT CHECKS	\$72.00
		<b>Vendor Total:</b>	<b>\$72.00</b>
<b>MIDWEST WATER GROUP INC</b>			
WATER OPERATING	WATER FUND	BRASS ELBOW/RUTH RD SAMPLE ST.	\$45.75
		<b>Vendor Total:</b>	<b>\$45.75</b>
<b>MONTEMAYOR CONSTRUCTION INC</b>			
WATER EQUIP RPLCMNT	WATER ERF	ROUTE 47 WATER MAIN REPAIR	\$32,694.19
		<b>Vendor Total:</b>	<b>\$32,694.19</b>

# Detail Board Report 6/14/2018

<i>Fund</i>	<i>Department</i>	<i>Item Description</i>	<i>Amount</i>
<b>MORREALE COMMUNICATIONS</b>			
SEWER OPERATING	SEWER FUND	GOV RELATIONS/MO RETAINER	\$250.00
GENERAL	LEGISLATIVE & EXEC	GOV RELATIONS/MO RETAINER	\$500.00
WATER OPERATING	WATER FUND	GOV RELATIONS/MO RETAINER	\$250.00
<b>Vendor Total:</b>			<b>\$1,000.00</b>
<b>NICOR GAS</b>			
WATER OPERATING	WATER FUND	NATURAL GAS	\$620.68
SEWER OPERATING	SEWER FUND	NATURAL GAS	\$1,218.32
MUNICIPAL BUILDINGS	MUNICIPAL BLDGS	NATURAL GAS/11879 E MAIN ST	\$101.20
<b>Vendor Total:</b>			<b>\$1,940.20</b>
<b>NEMRT INC</b>			
GENERAL	POLICE DEPARTMENT	ANNUAL TRAINING DUES	\$3,895.00
<b>Vendor Total:</b>			<b>\$3,895.00</b>
<b>NORTHWEST POLICE ACADEMY</b>			
GENERAL	POLICE DEPARTMENT	RECENT CASE LAW TRAINING	\$50.00
<b>Vendor Total:</b>			<b>\$50.00</b>
<b>OFFICE DEPOT</b>			
GENERAL	FINANCE & H R	OFFICE SUPPLIES	\$20.36
GENERAL	POLICE DEPARTMENT	OFFICE SUPPLIES	\$98.50
GENERAL	DEVELOPMENT SVCS	OFFICE SUPPLIES	\$27.25
GENERAL	LEGISLATIVE & EXEC	OFFICE SUPPLIES	\$36.59
GENERAL	FINANCE & H R	OFFICE SUPPLIES	\$32.12
GENERAL	POLICE DEPARTMENT	OFFICE SUPPLIES	\$246.19
<b>Vendor Total:</b>			<b>\$461.01</b>
<b>ON TARGET RANGE &amp; TACTICAL</b>			
GENERAL	POLICE DEPARTMENT	CITIZEN POLICE CLASS 5.2.18	\$575.00
<b>Vendor Total:</b>			<b>\$575.00</b>
<b>PDC LABORATORIES INC</b>			
WATER OPERATING	WATER FUND	WATER SAMPLE SERVICE	\$215.00
<b>Vendor Total:</b>			<b>\$215.00</b>
<b>POSTAL PROS SOUTHWEST INC</b>			
WATER OPERATING	WATER FUND	2017 CCR	\$924.00
GENERAL	LEGISLATIVE & EXEC	MAY 2018 NEWSLETTER	\$339.00
SEWER OPERATING	SEWER FUND	PRINTING - UB 5/14/18-5/20/18	\$652.33
WATER OPERATING	WATER FUND	PRINTING - UB 5/14/18-5/20/18	\$652.33
SEWER OPERATING	SEWER FUND	POSTAGE - UB 5/14/18-5/20/18	\$1,437.59
WATER OPERATING	WATER FUND	POSTAGE - UB 5/14/18-5/20/18	\$1,437.59
<b>Vendor Total:</b>			<b>\$5,442.84</b>
<b>QUILL CORP</b>			
GENERAL	FINANCE & H R	OFFICE SUPPLIES	\$126.99
GENERAL	POLICE DEPARTMENT	OFFICE SUPPLIES	\$259.93
GENERAL	LEGISLATIVE & EXEC	OFFICE SUPPLIES	\$51.86
GENERAL	DEVELOPMENT SVCS	OFFICE SUPPLIES	\$323.44
GENERAL	POLICE DEPARTMENT	OFFICE SUPPLIES	\$70.97
<b>Vendor Total:</b>			<b>\$833.19</b>
<b>RAY OHERRON CO INC</b>			
GENERAL	POLICE DEPARTMENT	UNIFORM ITEMS/OFC KEPPLER	\$773.45
GENERAL	POLICE DEPARTMENT	OC SPRAY	\$219.30
GENERAL	POLICE DEPARTMENT	FREIGHT	\$10.00

# Detail Board Report 6/14/2018

<b>Fund</b>	<b>Department</b>	<b>Item Description</b>	<b>Amount</b>
GENERAL	POLICE DEPARTMENT	RANKING GEAR	\$179.61
GENERAL	POLICE DEPARTMENT	NAMEPLATES/NEW HIRES	\$19.90
GENERAL	POLICE DEPARTMENT	REVR5 CAP COVERS/NEW HIRES	\$21.00
GENERAL	POLICE DEPARTMENT	.556 AMMO (1000 ROUNDS)	\$314.00
GENERAL	POLICE DEPARTMENT	CARGO PANTS/OFC GRIFFITH	\$97.90
GENERAL	POLICE DEPARTMENT	SHIPPING	\$10.77
GENERAL	POLICE DEPARTMENT	40 CAL AMMO (1000 ROUNDS)	\$215.00
GENERAL	POLICE DEPARTMENT	SHIPPING	\$10.00
GENERAL	POLICE DEPARTMENT	BOOTS/OFC FABIS	\$139.99
GENERAL	POLICE DEPARTMENT	UNIFORM ITEMS/OFC CASTELLANOS	\$773.45
GENERAL	POLICE DEPARTMENT	BOOTS/OFC GRIFFITH	\$149.99
		<b>Vendor Total:</b>	<b>\$2,934.36</b>
<b>RED WING SHOE COMPANY INC</b>			
GENERAL	POLICE DEPARTMENT	BOOTS/DC FULTON	\$160.00
		<b>Vendor Total:</b>	<b>\$160.00</b>
<b>RUEKERT &amp; MIELKE INC</b>			
SEWER CAPITAL DEVL	SEWER CAPL DEVL	2018 ASSET MANAGEMENT IMPL	\$5,250.00
WATER CAPITAL DEVL	WATER CAPL DEVL	2018 ASSET MANAGEMENT IMPL	\$5,250.00
		<b>Vendor Total:</b>	<b>\$10,500.00</b>
<b>RUSH TRUCK CENTER HUNTLEY</b>			
WATER OPERATING	WATER FUND	SEAL DR GLSS OPNG LH #1803	\$84.90
		<b>Vendor Total:</b>	<b>\$84.90</b>
<b>SJ CARLSON FIRE PROTECTION INC</b>			
MUNICIPAL BUILDINGS	MUNICIPAL BLDGS	SERVICE FIRE PROTECTION SYSTEM	\$280.00
		<b>Vendor Total:</b>	<b>\$280.00</b>
<b>SAFARILAND</b>			
GENERAL	POLICE DEPARTMENT	ARMORED VEH TACTICS TRNG/ROWI	\$195.00
		<b>Vendor Total:</b>	<b>\$195.00</b>
<b>DIANE &amp; WILFORD SCHAEFER</b>			
WATER OPERATING	WATER FUND	0501048200-02 UB CR BAL RFND	\$24.31
		<b>Vendor Total:</b>	<b>\$24.31</b>
<b>STEVE SCHOEPKE</b>			
GENERAL	STRTS/UNDRGRND UTIL	REIMB MAILBOX POST DAMAGE	\$20.00
		<b>Vendor Total:</b>	<b>\$20.00</b>
<b>SEWER EQUIPMENT CO OF AMERICA</b>			
SEWER OPERATING	SEWER FUND	FIN STYLE NOZZ EXT 3/4"	\$67.69
SEWER OPERATING	SEWER FUND	SHIPPING	\$14.52
		<b>Vendor Total:</b>	<b>\$82.21</b>
<b>SHERWIN WILLIAMS</b>			
GENERAL	BLDGS & GROUNDS	PAINT/DRAIN COVER @ OVH	\$54.71
		<b>Vendor Total:</b>	<b>\$54.71</b>
<b>SIKICH LLP</b>			
WATER OPERATING	WATER FUND	AUDIT SERVICES	\$2,926.00
GENERAL	FINANCE & H R	AUDIT SERVICES	\$17,556.00
SEWER OPERATING	SEWER FUND	AUDIT SERVICES	\$2,926.00
		<b>Vendor Total:</b>	<b>\$23,408.00</b>
<b>STEINER ELECTRIC CO</b>			
GENERAL	STRTS/UNDRGRND UTIL	RETURN TWIST ON PHOTO CELL	-\$269.85

# Detail Board Report 6/14/2018

<b>Fund</b>	<b>Department</b>	<b>Item Description</b>	<b>Amount</b>
GENERAL	STRTS/UNDRGRND UTIL	BUTTON PHOTOCELL	\$409.20
GENERAL	STRTS/UNDRGRND UTIL	TWIST ON PHOTOCELL	\$269.85
MUNICIPAL BUILDINGS	MUNICIPAL BLDGS	2-IN POLE RISER	\$27.12
<b>Vendor Total:</b>			<b>\$436.32</b>
<b>CAROL STINKLE</b>			
GENERAL	GENERAL FUND	REIMB XCLD PERMIT #451-18	\$65.00
<b>Vendor Total:</b>			<b>\$65.00</b>
<b>STRATEGIC INSIGHTS INC</b>			
WATER EQUIP RPLCMNT	WATER ERF	CAPITAL PLANNING SOFTWARE	\$875.00
EQUIPMENT RPLCMNT	EQUIP REPL	CAPITAL PLANNING SOFTWARE	\$1,750.00
SEWER EQUIP RPLCMNT	SEWER ERF	CAPITAL PLANNING SOFTWARE	\$875.00
<b>Vendor Total:</b>			<b>\$3,500.00</b>
<b>STREICHERS</b>			
GENERAL	POLICE DEPARTMENT	FORCE ON FORCE 9MM	\$70.50
GENERAL	POLICE DEPARTMENT	SHIPPING	\$25.00
GENERAL	POLICE DEPARTMENT	40 CAL (100 ROUNDS)	\$40.00
GENERAL	POLICE DEPARTMENT	SIM 9MM	\$235.00
GENERAL	POLICE DEPARTMENT	SIM 5.56	\$265.00
GENERAL	POLICE DEPARTMENT	FORCE ON FORCE 9MM	\$47.00
GENERAL	POLICE DEPARTMENT	9MM TRIANING AMMO	\$450.00
GENERAL	POLICE DEPARTMENT	SHIPPING	\$4.00
GENERAL	POLICE DEPARTMENT	FORCE ON FORCE 5.56	\$265.00
GENERAL	POLICE DEPARTMENT	40CAL FRANGIBLE	\$70.00
GENERAL	POLICE DEPARTMENT	45 CAL (100 ROUNDS)	\$70.00
<b>Vendor Total:</b>			<b>\$1,541.50</b>
<b>EARL OR BETH SUND</b>			
WATER OPERATING	WATER FUND	0101007630-00 UB DEPOSIT RFND	\$100.00
<b>Vendor Total:</b>			<b>\$100.00</b>
<b>SWIM &amp; SPORT SCREEN PRINTING</b>			
GENERAL	STRTS/UNDRGRND UTIL	CONVERSION TO NEW LOGO COST	\$20.00
GENERAL	STRTS/UNDRGRND UTIL	SAFETY YELLOW T-SHIRTS W/LOGO	\$254.70
<b>Vendor Total:</b>			<b>\$274.70</b>
<b>THOMPSON ELEVATOR INSP SVC INC</b>			
GENERAL	DEVELOPMENT SVCS	ELEVATOR PLAN REVIEWS	\$200.00
<b>Vendor Total:</b>			<b>\$200.00</b>
<b>TIFCO INDUSTRIES</b>			
GENERAL	STRTS/UNDRGRND UTIL	WHEEL NUT INDICATOR #1662	\$33.45
<b>Vendor Total:</b>			<b>\$33.45</b>
<b>TOM PECK FORD OF HUNTLEY INC</b>			
GENERAL	DEVELOPMENT SVCS	JOINT ASY & ARM ASY #1710	\$218.47
GENERAL	DEVELOPMENT SVCS	SENSOR ASY #1710	\$157.63
WATER OPERATING	WATER FUND	SWITCH ASY #1812	\$117.22
GENERAL	STRTS/UNDRGRND UTIL	TOUCH-UP PAINT #1601	\$14.70
GENERAL	DEVELOPMENT SVCS	THERMOSTAT #1710	\$9.35
GENERAL	STRTS/UNDRGRND UTIL	CONTROL UNIT #1612	\$147.06
GENERAL	DEVELOPMENT SVCS	SPARK PLUG & COIL ASY #1710	\$84.65
GENERAL	DEVELOPMENT SVCS	GASKETS #1710	\$63.30
GENERAL	DEVELOPMENT SVCS	SEAL & V-BELT #1710	\$59.16
<b>Vendor Total:</b>			<b>\$871.54</b>

# Detail Board Report 6/14/2018

<i>Fund</i>	<i>Department</i>	<i>Item Description</i>	<i>Amount</i>
<b>TOVAR SNOW PROFESSIONALS</b>			
GENERAL	STRTS/UNDRGRND UTIL	SNOW REMOVAL SVCS 4.4.18	\$476.00
GENERAL	STRTS/UNDRGRND UTIL	SNOW REMOVAL SVCS 4.18.18	\$999.50
		<b>Vendor Total:</b>	<b>\$1,475.50</b>
<b>TRAFFIC CONTROL &amp; PROTECTION</b>			
GENERAL	STRTS/UNDRGRND UTIL	18"X25" W/G G/W 080	\$181.20
		<b>Vendor Total:</b>	<b>\$181.20</b>
<b>THE TROPHY STORE INC</b>			
GENERAL	DEVELOPMENT SVCS	BRONZE PLAQUE/HISTORIC PRESV	\$320.29
		<b>Vendor Total:</b>	<b>\$320.29</b>
<b>TPI TYLER PRESS INC</b>			
GENERAL	POLICE DEPARTMENT	BUSINESS CARDS	\$140.25
GENERAL	STRTS/UNDRGRND UTIL	SET UP FEE	\$17.50
GENERAL	POLICE DEPARTMENT	COURTESY NOTICES QTY 1000	\$328.35
GENERAL	STRTS/UNDRGRND UTIL	BRANCH PICKUP STICKERS	\$169.80
		<b>Vendor Total:</b>	<b>\$655.90</b>
<b>TYLER TECHNOLOGIES INC</b>			
EQUIPMENT RPLCMNT	EQUIP REPL	FINANCIAL SOFTWARE UPGRADE	\$668.76
WATER EQUIP RPLCMNT	WATER ERF	FINANCIAL SOFTWARE UPGRADE	\$334.38
SEWER EQUIP RPLCMNT	SEWER ERF	FINANCIAL SOFTWARE UPGRADE	\$334.38
		<b>Vendor Total:</b>	<b>\$1,337.52</b>
<b>U S POSTAL SERVICE</b>			
GENERAL	GENERAL FUND	#26377817 POSTAGE METER REFILL	\$1,500.00
		<b>Vendor Total:</b>	<b>\$1,500.00</b>
<b>ULTRA STROBE COMMCTNS INC</b>			
SEWER OPERATING	SEWER FUND	WHELEN ASSY #1970	\$318.75
		<b>Vendor Total:</b>	<b>\$318.75</b>
<b>VILLAGE OF ALGONQUIN</b>			
GENERAL	DEVELOPMENT SVCS	INSPECTION SVCS - 4/2018	\$3,973.00
		<b>Vendor Total:</b>	<b>\$3,973.00</b>
<b>VILLAGE OF DOWNERS GROVE</b>			
BENEFITS FUND	BENEFITS FUND	HEALTH INSUR PREM/PORTER	\$1,430.43
		<b>Vendor Total:</b>	<b>\$1,430.43</b>
<b>VISION SERVICE PLAN IL</b>			
GENERAL	GENERAL FUND	#30068105 VOLUNTARY VISION INS	\$604.28
		<b>Vendor Total:</b>	<b>\$604.28</b>
<b>VISTAPRINT CORPORATE SOLUTIONS</b>			
GENERAL	LEGISLATIVE & EXEC	VISTA PRINT FOLDERS	\$236.00
		<b>Vendor Total:</b>	<b>\$236.00</b>
		<b>Grand Total:</b>	<b>\$421,438.46</b>

# ***Manual Checks Approved At Board Meeting 5/24/2018***

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<b><i>Fund</i></b>	<b><i>Department</i></b>	<b><i>Item Description</i></b>	<b><i>Amount</i></b>
<b>ALLIANCE CONTRACTORS INC</b>			
DOWNTOWN TIF	DOWNTOWN TIF	P#4 1ST ST PARKING LOT IMPR	\$211,873.33
		<b>Vendor Total:</b>	<b><u>\$211,873.33</u></b>
<b>INDEPENDENT MECHANICAL IND INC</b>			
SEWER CAPITAL DEVL	SEWER CAPL DEVL	P#6 WWTR FACILITIES UPGRADE	\$177,075.00
		<b>Vendor Total:</b>	<b><u>\$177,075.00</u></b>
<b>MICA</b>			
WATER OPERATING	WATER FUND	2018-2019 INSURANCE PREMIUM	\$92,000.00
SEWER OPERATING	SEWER FUND	2018-2019 INSURANCE PREMIUM	\$92,000.00
LIABILITY INSURANCE	LIABILITY INS	2018-2019 INSURANCE PREMIUM	\$289,317.00
		<b>Vendor Total:</b>	<b><u>\$473,317.00</u></b>
		<b>Grand Total:</b>	<b><u>\$862,265.33</u></b>

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# Manual Check Run 6/1/2018

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<i>Fund</i>	<i>Department</i>	<i>Item Description</i>	<i>Amount</i>
<b>BBQ KING HUNTLEY LLC</b>			
DOWNTOWN TIF	DOWNTOWN TIF	CASH - HARRIS BANK	-\$5,000.00
GENERAL	GENERAL FUND	CASH - HARRIS BANK	\$5,000.00
GENERAL	GENERAL FUND	PMT LIQ LIC INV#13716	-\$1,500.00
GENERAL	GENERAL FUND	PMT VIDEO GAMING APP INV#13717	-\$2,500.00
GENERAL	GENERAL FUND	PMT TERMINAL OPER INV#13718	-\$1,000.00
DOWNTOWN TIF	DOWNTOWN TIF	BRICK PIERS FOR REDEV PROJ	\$8,850.00
		<b>Vendor Total:</b>	<b><u>\$3,850.00</u></b>
		<b>Grand Total:</b>	<b>\$3,850.00</b>

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VILLAGE OF HUNTLEY  
PETTY CASH CHECKING ACCOUNT - AMERICAN COMMUNITY BANK

DATE	CK#	AMOUNT	PAYEE	DESCRIPTION	01-00-0-1033 G/L Account #
5/15/2018	1590	<u>10.00</u>	MCHENRY COUNTY CLERK	Record Notary - Hooten	01-50-2-6490
		<u>10.00</u>	<b>Submitted to Village Board Meeting 6/14/18</b>		

DATE: 06/05/2018  
TIME: 13:49:41  
ID: AP442000.WOW

VILLAGE OF HUNTLEY  
VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 06/14/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
01-0106	AMERICAN ENGLISH	0.00	3,150.00
01-0151	AT&T	317.25	63.45
01-0155	AT&T	372.90	130.09
01-1131	ACE HARDWARE	2,841.90	161.78
01-1830	ADVANCED BUSINESS NETWORKS INC	114,354.25	2,027.95
01-5077	PLOTE CONSTRUCTION INC	154.69	1,498.89
01-5355	AMERICAN COMMUNITY BK & TRUST	38,811.77	8,111.35
02-0045	B&F CONSTRUCTION CODE SVC INC	5,980.00	2,280.00
02-0097	BACKFLOW SOLUTIONS INC	786.50	208.95
02-0098	BACKGROUNDS ONLINE	0.00	399.75
02-0102	BAECORE GROUP INC	17,700.00	17,700.00
02-5128	BLU PETROLEUM	7,457.48	10,448.65
02-5140	THE BLUE LINE	0.00	298.00
02-6387	BONNELL INDUSTRIES INC	13,658.04	18,289.17
03-0004	C & L RENTALS SALES & SVC INC	2,648.61	211.59
03-0010	CERTIFIED BALANCE & SCALE CORP	0.00	772.00
03-0025	CDM PROMOTIONS INC	526.45	580.00
03-0028	CDS OFFICE TECHNOLOGIES	0.00	1,198.00
03-0030	CDW GOVERNMENT INC	11,351.66	3,560.00
03-2120	CENTEGRA OCCUPATIONAL HEALTH	593.00	70.00
03-4881	CLARKE ENVIRON MOSQUITO MGMT	9,975.00	9,975.00
03-6285	COLLIER ENGINEERING CO INC	2,565.00	380.00
03-6338	COMCAST	21,957.10	5,461.96
03-6353	COLLEGE OF DUPAGE	7,471.20	424.00
03-6364	COMED	92,429.84	167.93
03-6402	COON CREEK SOD FARMS	2,346.38	2,833.38
03-6407	CONSTELLATION NEWENERGY INC	81,369.82	6,557.32
03-6466	CORE & MAIN	50,832.86	1,611.41
03-6515	COWLIN & CURRAN PROF CORP	13,893.07	4,303.00
04-0031	DAILY HERALD	255.20	399.00
04-7440	DREISILKER ELECTRIC MOTORS	1,485.11	181.80
05-9800	EXXON MOBIL BUSINESS CARD	0.00	29.45
06-1950	FEDEX	2,218.97	173.45
06-3701	FILIPPINI LAW FIRM	3,082.50	3,403.50
06-3775	FILTERSUSA.COM	1,539.96	249.60
06-5123	THE FLOLO CORP	0.00	2,916.37
06-5988	FOLEY & LARDNER LLP	5,046.50	2,037.21
07-7426	GRAINGER	980.98	98.18
07-7504	MARGO GRIFFIN	195.23	71.80
08-0567	HAWKS NAPA AUTO PARTS	5,957.90	1,571.00
08-0575	HAWKINS INC	36,845.32	14,935.67
08-6230	HOGAN EXTERIORS, INC.	0.00	12,160.00
08-6361	HOME DEPOT CREDIT SERVICES	212.30	179.67
08-6430	HOUSEAL LAVIGNE ASSOCIATES	0.00	31,074.70

INVOICES DUE ON/BEFORE 06/14/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
09-0023	ICMA	0.00	1,360.00
09-5121	IL DEPT OF AGRICULTURE	20.00	45.00
10-0030	JG UNIFORMS INC	1,456.94	440.53
12-0442	LANDS END	82.65	557.25
12-0580	LAYNE CHRISTENSEN CO	27,861.93	122,409.11
12-1971	LEROY'S LAWN EQUIPMENT INC	232.75	66.78
13-0001	M&A PRECISION TRUCK REPAIR	6,688.79	30.00
13-0221	MERIDIAN IT INC	3,922.08	4,512.00
13-0481	MARCO TECHNOLOGIES LLC	1,146.00	229.20
13-1177	MCHENRY COUNTY COUNCIL OF GOVT	340.00	7,451.00
13-1181	MCHENRY COUNTY	9,938.49	2,429.08
13-1187	MCHENRY COUNTY RECORDER	626.50	278.00
13-2190	METRO-WESTERN COOK	36.00	72.00
13-3682	MIDWEST WATER GROUP INC	236.72	45.75
13-3690	MONTEMAYOR CONSTRUCTION INC	0.00	32,694.19
13-6458	MORREALE COMMUNICATIONS	5,000.00	1,000.00
14-2403	OFFICE DEPOT	1,431.49	461.01
14-6382	NEMRT INC	0.00	3,895.00
14-6388	NICOR GAS	387.35	101.20
14-6390	NICOR GAS	16,258.34	1,839.00
14-6407	NORTHWEST POLICE ACADEMY	125.00	50.00
15-5085	ON TARGET RANGE & TACTICAL	60.00	575.00
15-5095	1000BULBS.COM	2,092.72	1,418.66
16-2095	PDC LABORATORIES INC	7,256.30	215.00
16-6463	POSTAL PROS SOUTHWEST INC	21,605.71	5,442.84
17-8773	QUILL CORP	3,478.11	833.19
18-0602	RAY OHERRON CO INC	3,930.85	2,934.36
18-1976	RED WING SHOE COMPANY INC	2,028.24	160.00
18-6572	RUEKERT & MIELKE INC	19,104.20	10,500.00
18-6585	RUSH TRUCK CENTER HUNTLEY	10,769.97	84.90
19-0137	SAFARILAND	0.00	195.00
19-2275	SEWER EQUIPMENT CO OF AMERICA	0.00	82.21
19-3271	SHERWIN WILLIAMS	191.62	54.71
19-3692	SIKICH LLP	5,000.00	23,408.00
19-3720	SJ CARLSON FIRE PROTECTION INC	0.00	280.00
19-8330	STEINER ELECTRIC CO	9,606.46	436.32
19-8360	STREICHERS	0.00	1,541.50
19-8576	STRATEGIC INSIGHTS INC	0.00	3,500.00
19-9558	SWIM & SPORT SCREEN PRINTING	88.45	274.70
20-2328	TIFCO INDUSTRIES	0.00	33.45
20-3421	THOMPSON ELEVATOR INSP SVC INC	3,175.00	200.00
20-6300	TOM PECK FORD OF HUNTLEY INC	8,053.75	871.54
20-6485	TOVAR SNOW PROFESSIONALS	46,388.80	1,475.50
20-7430	TRAFFIC CONTROL & PROTECTION	8,435.60	181.20

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VILLAGE OF HUNTLEY  
VENDOR SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 06/14/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
20-7640	THE TROPHY STORE INC	0.00	320.29
20-9676	TPI TYLER PRESS INC	1,059.75	655.90
20-9680	TYLER TECHNOLOGIES INC	68,868.40	1,337.52
21-0140	U S POSTAL SERVICE	1,500.00	1,500.00
21-5525	ULTRA STROBE COMMCTNS INC	184.95	318.75
22-3802	VILLAGE OF DOWNERS GROVE	8,582.58	1,430.43
22-3805	VILLAGE OF ALGONQUIN	15,196.00	3,973.00
22-3842	VISION SERVICE PLAN IL	3,084.33	604.28
22-3850	VISTAPRINT CORPORATE SOLUTIONS	0.00	236.00
70-2014	STEVE SCHOEPKE	0.00	20.00
70-2211	ALDI, INC.	0.00	3,500.00
70-2497	EARL OR BETH SUND	0.00	100.00
70-2836	SUSAN MCGEE	0.00	84.87
70-2837	CAROL STINKLE	0.00	65.00
70-2838	DIANE & WILFORD SCHAEFER	0.00	24.31
70-2839	ROBERT GENTILE	0.00	23.91
70-2840	JUAN BRITO	0.00	200.00
70-2841	CHRISTIAN BEHLES	0.00	25.00
TOTAL ALL VENDORS:			421,438.46

Agenda Item:           **Transmittal - Comprehensive Annual Financial Report (CAFR)  
for the Fiscal Year End December 31, 2017**

Department:           **Finance**

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**Introduction**

The Comprehensive Annual Financial Report, CAFR, for the fiscal year end December 31, 2017, is transmitted to the Village President and Board of Trustees. Representatives from the Village's audit firm, Sikich LLP, will present the 2017 CAFR to the Village Board on June 14, 2018.

The narrative below identifies the components included in the audit summary presentation by Fred Lantz, Partner in Charge, Government Services, Sikich LLP.

**Staff Analysis**

**Pages 1 - 3 Independent Auditor's Report:** Less than 3/10 of 1% of all government agencies nationwide and only 1 out of 20 in the State of Illinois receive a "clean" unqualified opinion. The Village of Huntley is one of these agencies. The auditor's opinion: Village's financial records are presented fairly in all material respects. The financial position as of December 31, 2017, in governmental and business type activities, each major and aggregate fund, conform with accounting principles generally accepted in the United States of America.

**MD&A4:** Table 1; The Statement of Net Position mirrors the basic accounting equation, assets = liabilities + equity. Deferred outflows and inflows are noncurrent assets and liabilities and must be presented separately in accordance with GASB 68, *Accounting and Financial Reporting for Pensions*.

**MD&A5:** Table 2; The Change in Net Position compares the revenue and expenses for the current and prior in Governmental and Business Activities. Governmental Activities reports a \$292,559 increase in net position. Business Activities reports a \$1,111,803 increase in net position.

**Pages 4 - 5:** The Village's cash position remains strong; cash and investments total \$25.7 million dollars; the Village Board governs an operation with assets in excess of \$238 million dollars.

**Pages 6 - 7:** The Statement of Activities displays the cost of providing services to Village residents. During 2017 the cost totaled \$24.6 million dollars.

**Page 8:** Governmental Funds Liabilities plus Fund balances total \$20.2 million dollars. General Fund reserve policy requirements equal 25% of operating expenditures during the prior twelve month period. The General Fund balance assignments are listed below:

Non-spendable – prepaid items	\$ 79,541
Assigned for future capital projects	\$ 1,619,365
Previously Assigned for capital projects	\$ 1,030,652
Assigned for future operations, 25% fund reserve	\$ 2,558,887
<b>Total General Fund balance</b>	<b>\$ 5,288,445</b>

**Page 10:** Statement of Revenues, Expenditures and Changes in Fund Balances summarizes the resources used during the year. The General Fund reports a Net Change in Fund Balance totaling \$1,551,596. Removing Transfers included in Other Financing Sources reports the Excess of Revenues over Expenditures as follows:

General Fund Net Change in Fund Balance	\$ 1,551,596
Transfers in:	\$ (25,000)
<hr/>	
General Fund Excess of Revenues over Expenditures:	\$ 1,526,596

**Page 13:** The Proprietary Funds Statement of Revenues, Expenditures and Changes in Fund Net Position report an operating loss before capital grants and contributions. Removing depreciation, a non-cash transaction updates net income (loss) in both funds.

	<b>Business-Type Activities</b>		
	Water	Sewer	Total
Operating Revenues	\$2,580,890	\$2,478,759	\$5,059,649
Operating Expenses - Less Depreciation	\$2,258,940	\$2,379,973	\$4,638,913
Operating Income/(Loss)	321,950	98,786	420,736

The Benefits Fund is an internal service fund reporting employer and employee contributions for health insurance and life benefits. The fund reports a decreased in Net Position totaling \$(892,185), and includes a 2017 budgeted transfer totaling \$993,156 to the General Capital Development Fund.

**Page 16:** The Village of Huntley Police Pension Fund reports a net increase of \$1,371,980, and includes assets totaling \$8.7 million as of December 31, 2017.

**Pages 29 - 33:** Long term debt instruments reported as of December 31, 2017, are Downtown TIF bond, Sweeper Capital Lease, Insurance payable, Net Pension Liability for IMRF and Police, and Other postemployment benefits, 2008A Sewer Interceptor bonds, and 2017 Debt certificates issued to fund mandated Wastewater Treatment Plant improvements.

**Financial Impact**

Not applicable.

**Legal Analysis**

Not required.

**Action Requested**

Staff requests the Village Board accept and place the December 31, 2017, Comprehensive Annual Financial Report (CAFR) on file.

**Exhibit**

- Comprehensive Annual Financial Report (CAFR) for the Fiscal Year End December 31, 2017

**Agenda Item:**            **Discussion – Policy Direction Regarding Business District Program Implementation**

**Department:**            **Village Manager’s Office**

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**Introduction**

The Village Board adopted the I-90/IL 47 Gateway Plan as an amendment to the Comprehensive Plan on December 21, 2017. The plan for the area encompasses a mix of commercial uses to ensure long-term vitality surrounding not just the interchange, but also the entire Village. The recommendations of the Subarea Plan serve as a guide for new development and reinvestment, both public and private, in this critical gateway area of the Village.

As the southern gateway to the Village, this area is key to implementing the Village’s overall Strategic Plan as well as the more specific Economic Development Strategic Plan. These plans emphasize the importance of new business attraction and expansion, redevelopment of the former Outlet Center, and re-use of vacant properties near the I-90/IL 47 interchange. One of the tools available to provide financial resources to assist with the redevelopment of the Outlet Center as well as nearby undeveloped or vacant properties is a Business District.

**Staff Analysis**

Illinois State Statute authorizes the establishment of a Business District, which authorizes a municipality to impose up to a 1% sales tax within a qualifying area to fund the development or redevelopment of property within the designated area. A list of eligible costs as per State Statute is attached. The municipality may impose this tax if it has a development or redevelopment plan for an area of the municipality that:

- is currently within the corporate limits of the Village,
- is contiguous (i.e., the properties within the area border each other),
- includes only parcels of real property that will directly and substantially benefit from the proposed plan, and
- is blighted, as defined in the Illinois Municipal Code (see 65 ILCS 5/11-74.3-5) (an area that is, by reason of the predominance of defective, non-existent, or inadequate street layout, unsanitary or unsafe conditions, deterioration of site improvements, improper subdivision or obsolete platting, or the existence of conditions which endanger life or property by fire or other causes, or any combination of those factors, retards the provision of housing accommodations or constitutes an economic or social liability, an economic underutilization of the area, or a menace to the public health, safety, morals, or welfare)

General merchandise items subject to state sales tax are also subject to the Business District sales tax. Business District sales tax must be collected on general merchandise sold within the Business District regardless of whether the merchandise is sold at retail or transferred as a part of a sale of service. Business District sales tax does not apply to:

- sales of qualifying food, drugs, and medical appliances
- items that must be titled or registered by an agency of Illinois state government (vehicles)

Business District sales tax may be imposed in 0.25% increments and cannot exceed 1%. The tax can be imposed up to 23 years. A hotel tax of 1% in addition to the current rate of 5% can also be implemented. Unlike a TIF, the Business District does not affect the property tax base and has no impact on the other taxing bodies.

Staff has contacted Kane, McKenna and Associates (KMA) to provide a proposal for preparing a Business District Analysis and Program. KMA is familiar with the Village as they have previously worked with the Village to establish the Downtown TIF District and have consulted on other projects. The proposal by KMA, which is attached, is proposed to range between \$8,500 and \$12,500.

### **Strategic Plan Priority**

One of the main strategic priorities of the Village's Strategic Plan is to "Promote New Business Development, Retention, and Expansion." A major goal under this priority is to "Attract and Retain Businesses to Enhance the Tax Base and Create New Jobs", and one of the objectives for this goal is to "work with the property owner to revitalize or redevelop the Huntley Outlet Center." Another objective is to "secure a commitment for the construction of hotel." The Economic Development Strategic Plan further identifies the following objectives: "work with the owner of the Huntley Outlet Center to revitalize or redevelop the property strategically located at the interchange of I-90 and Route 47"; "work with the owner of the former Chevrolet dealership at the Auto Mall to redevelop or fill the vacant building"; and "work with the owner of the vacant restaurant building on Freeman Road to locate another sit-down restaurant."

### **Financial Impact**

The creation of a Business District would ultimately increase available funding to support both public and private improvements within the identified area on the east side of Rt. 47 adjacent to Freeman Road. The project would be funded through the Economic Development Line Item of 01-10-70-2-6487.

### **Legal Analysis**

KMA will consult with the Village Attorney through the Business District establishment process.

### **Action Requested**

A consensus of the Village Board regarding Business District Program Implementation.

### **Exhibits**

- Proposed Agreement, 5-24-18
- Gateway Plan
- List of Eligible Costs for Business District Assistance



May 24, 2018

Mr. David Johnson  
Village Manager  
Ms. Lisa Armour  
Assistant Village Manager  
Village of Huntley  
10987 Main Street  
Huntley, Illinois 60142

**RE: Business District Program Implementation – Route 47/Highway Interchange  
– Huntley, Illinois**

Dear Mr. Johnson and Ms. Armour:

Pursuant to our discussions, Kane, McKenna and Associates, Inc. (the “Consultant”), is prepared to assist the Village of Huntley (the “Village”) for purposes of redevelopment of certain property located within the Village located along Route 47 near the I-94 interchange in reference to sales tax sharing assistance, potential business district designation or related economic development programs. Services for projects/assignments associated with this location will be referred to herein as the “Project.”

Consultant will provide the following professional services on behalf of the Village:

**BUSINESS DISTRICT DESIGNATION**

The Consultant would undertake the services described below.

- 1) Assist the Village in investigating the desirability and feasibility of creating a Business District (the “BD”) and funding for the Project.
- 2) Review the characteristics of the Project site in order to recommend the specific boundaries of any appropriate area or related economic development programs, and to assess the potential qualification factors (strengths and weaknesses) of any identified area under Illinois law.
- 3) Prepare an Eligibility Report which reviews definitive boundaries for a potential BD, if the area can qualify for such designation.
- 4) In the event that other local financing programs or economic development tools are complimentary to the BD, KMA will identify programs and a strategy for implementing them and any conditions for their use in connection with the Project.



Mr. David Johnson  
Ms. Lisa Armour  
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May 24, 2018

- 5) Prepare a BD plan which includes:
  - A statement of redevelopment goals and objectives.
  - Examination of BD qualification factors and presentation or rationale for basis under which the BD is to be justified under
  - A statement of eligible redevelopment activities.
  - Presentation of estimated costs for the redevelopment projects contemplated for implementation under the plan.
  - A detailed discussion of impediments to the successful redevelopment of the project area and measures the Village could undertake to eliminate such barriers so to promote economic revitalization of the project area.
- 6) As necessary, assist the Village by participating in required community meetings or public hearings, as well as helping to insure preparation and execution of property notification as required for all meetings.
- 7) As necessary, assist the Village in participating in meetings with all interested and affected parties. KMA will assist the Village to follow the procedures for such gatherings as required by State law.
- 8) Work with the Village's counsel to meet all the requirements of appropriate law so to insure proper establishment of the BD.
- 9) Assist Village's counsel in preparation of the appropriate Ordinances required for adoption of the redevelopment plan and project.
- 10) Assist Village to establish and maintain complete documentation files to assure proper support of eligibility findings in order to support legal standing for establishment of the BD.



Mr. David Johnson  
Ms. Lisa Armour  
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**COMPENSATION FOR SERVICES**

The Consultant shall bill the Client monthly according to the following hourly rates:

<u>Personnel</u>	<u>Hourly Rate</u>
Chairman/President	\$200.00/Hour
Executive Vice President	\$175.00/Hour
Officers	\$150.00/Hour
Associates	\$100.00/Hour
Research	\$ 60.00/Hour
Administrative	\$ 25.00/Hour

Project billings are expected to be in the range of \$8,500 to \$12,500, dependent upon the number of meetings to be scheduled or attended as part of the designation process.

Newspaper publications, legal description preparation, and any large mailings are not included in this estimate.



Mr. David Johnson  
Ms. Lisa Armour  
Page Four  
May 24, 2018

If the terms of this Agreement are acceptable to you, please execute both copies and return one of them to us. We look forward to working with you.

Sincerely,

  
Robert Rychlicki  
President

AGREED TO:

  
\_\_\_\_\_  
Robert Rychlicki, President  
Kane, McKenna and Associates, Inc.

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Village of Huntley

\_\_\_\_\_  
Date



# I-90/IL 47 GATEWAY PLAN

HUNTLEY, ILLINOIS

DECEMBER 2017 | PREPARED BY HOUSEAL LAVIGNE ASSOCIATES



# 1: INTRODUCTION

*In May 2017, the Village of Huntley initiated the process of creating a plan for the area specifically located near the I-90 interchange at Illinois Route 47. Once approved by the Village and vetted by Huntley's residents, this Gateway Plan will be formally adopted as an amendment to the Village's 2002 Comprehensive Plan. The I-90/IL 47 Gateway Plan is in direct response to the recent proliferation of commercial and industrial development in this area of the Village, the completion of the full-access I-90 interchange project in 2013, and the expiration of annexation agreements for certain subarea properties.*

*The Village has expressed the desire for organized, compatible development in this area that encompasses a mix of commercial uses to ensure the long-term vitality of not just the I-90/IL 47 Gateway, but also the continued prosperity of the entire Village. The I-90/IL 47 Gateway Plan serves as a guide for future land use and development, capital improvements, and community investment, and will ultimately provide a framework for adapting regulatory tools, such as zoning and subdivision regulations.*

## GATEWAY PLANNING

The I-90/IL 47 Gateway Planning process was comprised of field reconnaissance, a review of the Village's existing plans and current municipal code, as well as data collection and analysis. Key components of the planning process, and associated reviews and analyses are summarized below:

**Assessment of the 2002 Comprehensive Plan.** An in-depth assessment of the Village's 2002 Comprehensive Plan served as a foundation for establishing the future character desired for the South Huntley Subarea.

**Assessment of Existing Regulatory Controls.** The Village's regulatory controls, particularly its zoning code and map, and subdivision regulations, were assessed to inform the Regulatory Strategy component of the Gateway Plan discussed below.

**Analysis of Past Plans, Studies & Reports.** An analysis of past plans, studies, and reports—including the 2009 TOD Guidelines, 2010 Downtown Revitalization Plan, 2011 Commercial Design Guidelines, and 2010 Route 47 Corridor Study—helped to inform the planning process and shape the I-90/IL 47 Gateway Plan.

**Frameworks & Policies.** Future frameworks and policies that address land use and development, urban design, and transportation were prepared specifically for the I-90/IL 47 Gateway. This step helped to establish the core of the Gateway Plan, including frameworks for land use and development, urban design, and transportation.

**Community Open House.** Upon completion of the draft Gateway Plan, the Village held an open house to present the preliminary plan and gather public input and support. Public feedback related to the Gateway Plan was incorporated into the final plan considered for adoption by the Village Board.

## PLAN ORGANIZATION

The I-90/IL 47 Gateway Plan is organized into the following six sections:

**Section 1: Introduction.** This chapter provides an overview of the purpose of the Gateway Plan, the planning process, and the organization of the document.

**Section 2: Gateway Profile.** The Gateway Profile provides an overview of the I-90 interchange area, its regional setting, relevant past plans and studies, its market and demographic characteristics, existing land uses, and current zoning and development controls.

**Section 3: Land Use & Development Framework.** The Land Use and Development Framework identifies the desired types of future development for the I-90/IL 47 Gateway and provides a framework for future planning decisions.

**Section 4: Urban Design Framework.** The Urban Design Framework provides the Village with a set of tools and guidelines to shape the look and feel of future development, ensuring that it is compatible with the desired character of the community.

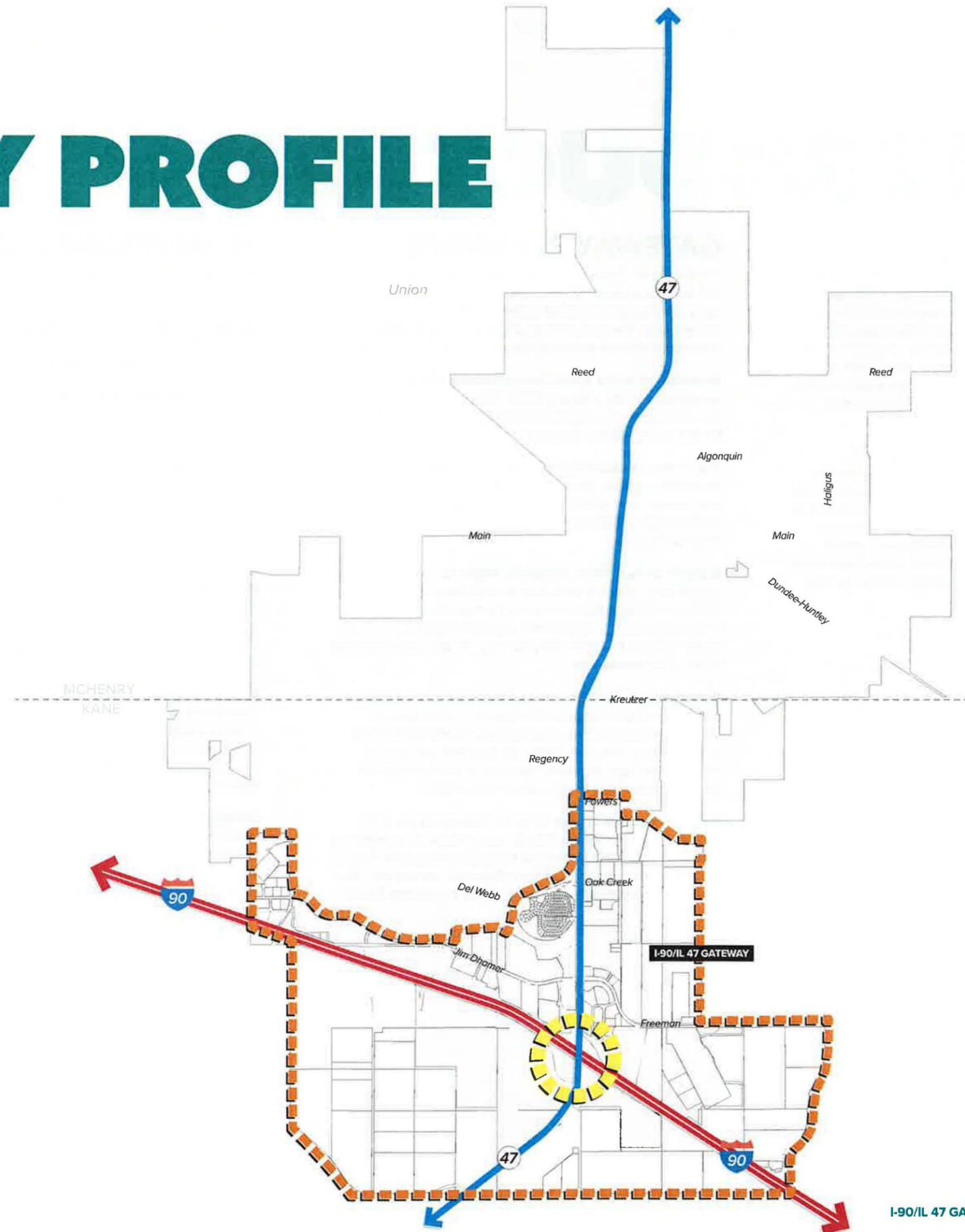
**Section 5: Transportation Framework.** The Transportation Framework presents recommendations for enhancing the I-90/IL 47 Gateway with non-motorized transportation infrastructure to ensure the transportation system is well-balanced, allowing pedestrians and cyclists to safely access their desired destinations.

**Section 6: Regulatory Strategy.** The Regulatory Strategy identifies recommended amendments to the Village's zoning ordinance and map, and development procedures and processes that will allow the Village to facilitate the recommendations of the I-90/IL 47 Gateway Plan.

# 2: GATEWAY PROFILE

## REGIONAL SETTING

The Village of Huntley is situated in portions of McHenry and Kane Counties along Illinois Route 47. Located in Chicago's "Golden Corridor," Huntley is within 30 miles of O'Hare International Airport and Chicago-Rockford International Airport. Neighboring communities include Hampshire and Pingree Grove to the south and Gilberts to the east. The southern area of Huntley is centered around the I-90 interchange at Illinois Route 47. Access to I-90, recently improved by the completion of a four-way interchange, has influenced this area's substantial growth and development over the last several years, transforming this previously agricultural area of the Village into a prospering center of commerce and industry, underscored by significant private investment.



## PLANNING CONTEXT

The I-90/IL 47 Gateway Plan incorporates prior planning efforts and, where applicable, builds upon them to help establish a vision for south Huntley. The Gateway Plan is not intended to supersede these planning efforts, but should rather be viewed as a supplemental planning document further refining the community's goals and vision for this key area of the Village. A thorough review of relevant past plans and studies is summarized below.

## COMPREHENSIVE PLAN (2002)

The 2002 Comprehensive Plan envisions an equitable, competitive, livable, sustainable, and cooperative community. Its goals include providing a maximum amount of active and passive open space, providing sufficient areas for compatible business-related development, preserving and enhancing the natural environment of the Village, and preserving agricultural uses in its northwestern and southwestern quadrants.

As it relates to the I-90/IL 47 Gateway, the plan emphasizes "people first, automobiles second" urban design features where Route 47 intersects Freeman Road. The plan states that Route 47 should serve as a gateway to the community, include a gateway design features at the Village's southern entrance, and that retail and service commercial, offices, mixed-use (office and commercial), and business parks uses be included within the Route 47 Corridor Subarea to strengthen the Village's tax base, and broaden the mix of retailers and service providers.

## TOD GUIDELINES (2009)

The 2009 TOD Guidelines evaluate two greenfield sites, Coyne Station Road and Kreuzer Road, related to their TOD potential taking into account recent consideration to extend Metra's commuter rail service along the Union Pacific Railroad Belvidere Subdivision. The document also discusses Route 47 as the only major north-south arterial serving the Village, its designation as a Strategic Regional Arterial (SRA) by IDOT, and its influence on future development.

Particularly relevant to the I-90/IL 47 Gateway, design guidelines related to roadway improvements, pedestrian access, and bicycle travel are presented. These guidelines include recommendations that the character of the Village's gateway corridors, including Route 47 around the I-90 interchange, should include setback buffers, sufficient landscaping and green space, and distinct signage. In addition, these guidelines encourage a pattern of vehicular, bicycle, and pedestrian circulation that links commercial and community uses to encourage multi-modal transportation.

## VILLAGE OF HUNTLEY DOWNTOWN REVITALIZATION PLAN (2010)

The 2010 Downtown Revitalization Plan establishes a vision for the future of Downtown Huntley, coordinates public and private improvement efforts, provides guidance to property owners and developers, and promotes downtown investment and development. The plan addresses concerns over the Downtown's limited distinguished character, inadequate vehicular, and pedestrian transportation facilities and infrastructure.

As it relates to the I-90/IL 47 Gateway, the plan discusses the need to bring more desirable uses to the Route 47 Corridor that strengthen the corridor as a gateway to the community, since current uses are predominantly auto-oriented. The plan emphasizes the need to improve properties fronting Route 47 and enhance the corridor with unique urban design elements that improve pedestrian circulation and increase awareness of the Downtown area to the north.

The City has made incredible progress with the guidance of the 2010 Village of Huntley Downtown Revitalization Plan. Many recommendations have been implemented and many more are in the works.

## COMMERCIAL DESIGN GUIDELINES (2006)

The 2006 Commercial Design Guidelines serve to prevent the future development of a monotonous, unsafe built environment that could potentially degrade surrounding property values. The design guidelines promote upscale, quality development, particularly in relation to big-box and standalone retail sites and associated outlots.

Specific to the I-90/IL 47 Gateway, these guidelines recommend developing standalone retail uses closer to Route 47 to offer greater visibility to motorists. The document sets high standards for lighting fixtures, textured pavement, parking lot perimeter and island landscaping, foundation plantings, colored and textured pedestrian crossing areas, minimal curb cuts, retail signage, facades, roofs, and buildings materials.

## KANE COUNTY PLAN (2010)

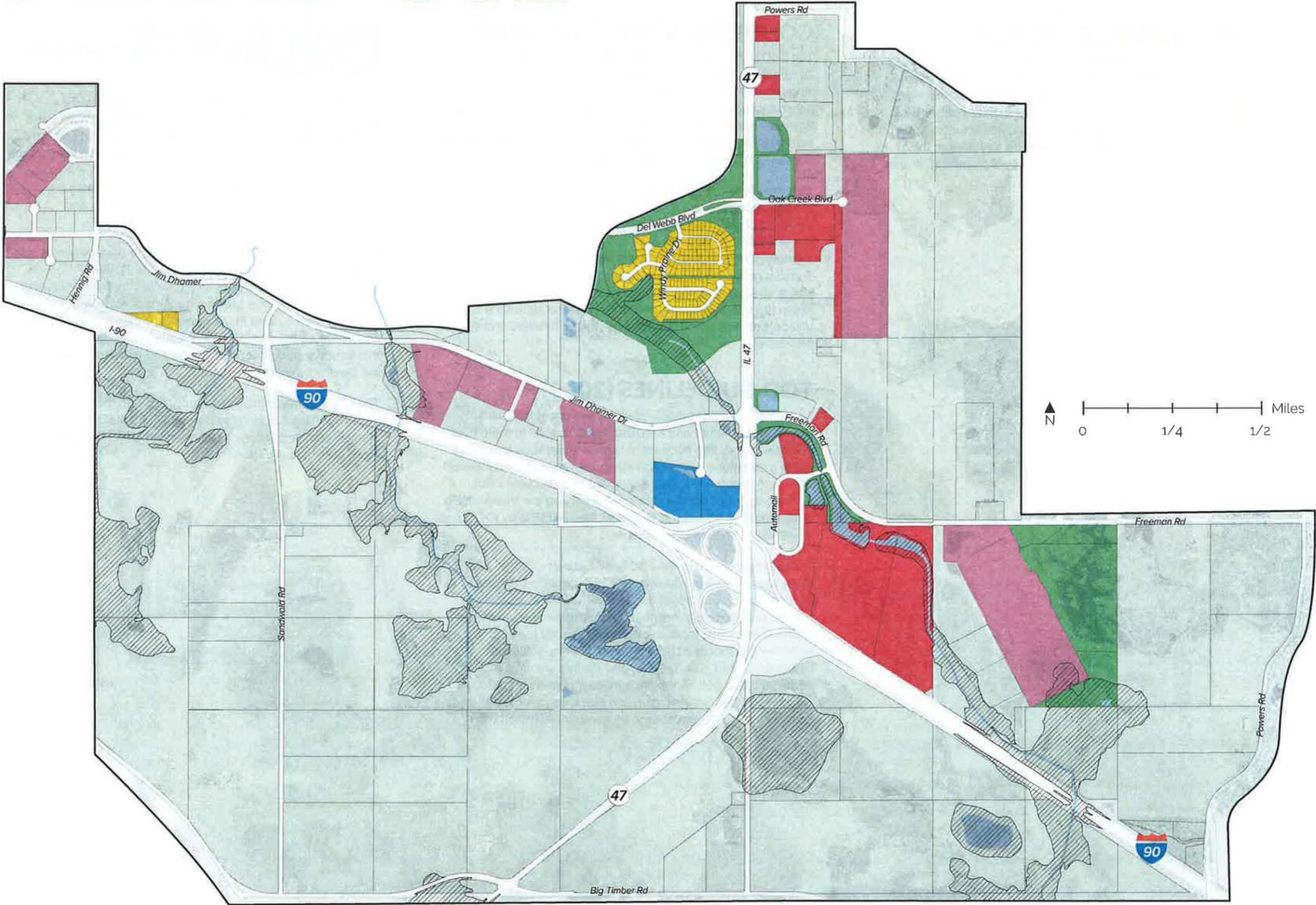
The 2010 Illinois Route 47 Corridor Study was created to provide municipalities and other government agencies with strategies and tools that can be used to address planning challenges associated with growth. The goal of the study is to encourage a healthy population and economy through the promotion of complete streets, sustainable land uses, and sustainable development.

Objectives directly related to the I-90/IL 47 Gateway include improving economic development along Route 47 to balance traffic flow with the need for tax revenue; protecting natural areas designated for groundwater recharge, prime agricultural land, floodplain, and wetlands; promoting placemaking through the development of new, unique areas that do not look like a typical suburban corridor; and strengthening existing developed areas by promoting development in areas with the infrastructure in place to handle growth.

# EXISTING LAND USE

Each parcel within the I-90/IL 47 Gateway has been inventoried and classified under one of six (6) existing land use categories based on field reconnaissance conducted in May 2017:

- Undeveloped.** The Undeveloped land use designation is the dominant land use within the I-90/IL 47 Gateway. It incorporates land that contains either no active uses or agricultural activity that has the potential for future development. Several parcels of Huntley's Undeveloped land is equipped with infrastructure and is either for lease or for sale.
- Single-Family.** The Single-Family category is comprised of single-family detached homes organized into neighborhoods or subdivisions. The subdivision located closest to the I-90/IL 47 Gateway is Del Webb's Sun City.
- Commercial.** The Commercial land use designation is comprised of a range of commercial uses. These include, but are not limited to, retail and service commercial businesses that are sited within large, regional commercial developments and corridor commercial settings.
- Office.** Office uses range from large-scale buildings and office parks to smaller medical clinics and standalone offices. Most of the gateway's office development is concentrated at the end of Quality Drive.
- Light Industrial.** The Light Industrial category encompasses standalone industrial uses, smaller light industrial uses, and industrial/office flex spaces. Within the I-90/IL 47 Gateway, most of these uses exist along Freeman Road, Jim Dhamer Drive, and east of Route 47. The largest light industrial uses within the gateway are the two Weber locations east of Route 47.
- Open Space.** Most Open Space within the I-90/IL 47 Gateway is comprised of natural areas, landscaped areas, retention ponds, and wetlands, many of which serve as buffers between uses.
- 500-Year & 100-Year Floodplain**



# CURRENT ZONING

**(B-3) Shopping Center Business District.** The Shopping Center Business District allows for dense, higher-intensity commercial uses that provide employment and revenues for the entire Village. The B-3 district is located only along major streets and is substantially buffered from adjacent districts to ensure that associated traffic does not impact adjacent residential neighborhoods.

The minimum lot area of the B-3 district is 80,000 square feet, and permitted uses include automotive, commercial recreation, commercial services, construction, financial uses, food service, health care, offices, personal services, retail sales, public facilities, public parks and recreation facilities, and hotels. Most of the land designated as B-3 in the I-90/IL 47 Gateway is located south of the I-90 interchange and on the east side of Route 47, south of Powers Road, and is categorized as a PUD.

**(C-2) Regional Retail District.** The Regional Retail District provides for larger retail developments that generate higher volumes of vehicular traffic. The minimum lot area of the C-2 district is 15 acres. Properties in the I-90/IL 47 Gateway designated as C-2 include all land with frontage on the east side of Route 47 between I-90 to the south and Oak Creek Parkway to the north.

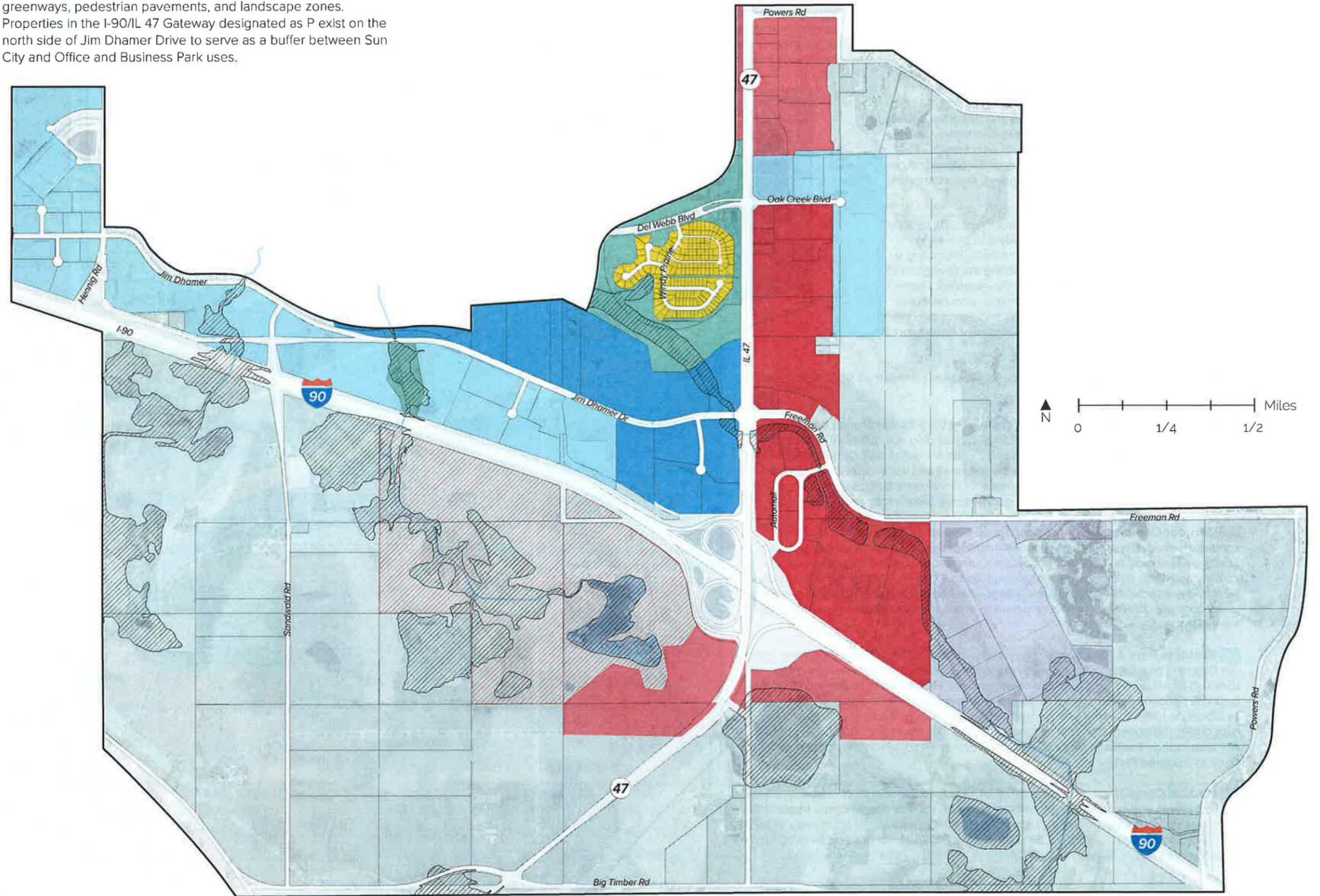
**(O) Corporate Office District.** The Corporate Office District provides for either single-user developments or campus style multi-user developments. The minimum lot area of the O district is two acres. The O district designation applies to properties along either side of Jim Dhamer Drive where it intersects with Route 47.

**(BP) Business Park District.** The Business Park District provides for larger commercial, office, institutional, research, and light industrial developments as well as their supportive smaller commercial and services uses. The BP district is located on larger parcels in a park-like atmosphere, generally on primary thoroughfares. The minimum lot area of the BP district is one acre. All property along Jim Dhamer Drive with I-90 frontage, the Huntley Gateway Commons business park (behind the Village Green shopping center) are designated as a Business Park District.

**(ORI) Office/Research/Light Industrial District.** The Office/Research/Light Industrial District allows for the development of office, research, and limited manufacturing uses in highly visible locations around major thoroughfares. Permitted commercial uses within this district are limited to those which serve ORI businesses. The minimum size of the ORI district is 30 acres, with a minimum lot area of 60,000 square feet. In the I-90/IL 47 Gateway, the new Weber Grill facility and properties directly adjacent to the west are designated as ORI.

**(MZA) Multiple Zoning Per Agreement**

**(P) Parks & Open Space.** The Parks & Open Space District exists to maintain physical features for public use and enjoyment as passive and active recreational areas. Components contained within the P designation include public and private parks, wetlands, lakes, ponds, creeks, drainageways, golf courses, greenways, pedestrian pavements, and landscape zones. Properties in the I-90/IL 47 Gateway designated as P exist on the north side of Jim Dhamer Drive to serve as a buffer between Sun City and Office and Business Park uses.



# 3: LAND USE & DEVELOPMENT

Huntley is undergoing rapid growth and development, particularly in the I-90/IL 47 Gateway Plan area, where there are several development-ready sites with infrastructure already in place. New development is on the rise, from Weber Grill expanding to a second facility on Freeman Road, to the recent development of the Centegra Hospital in the northeastern corner of the Village to the Alden senior living complex on Regency Parkway, to the many industrial and office flex spaces being developed along Jim Dhamer Drive. The significant new investment in the form of public infrastructure in the I-90/IL 47 Gateway presents the Village with a substantial opportunity to influence the character of future development in this important gateway to the Village.

The Land Use and Development Framework identifies desired future land uses for the I-90/IL 47 Gateway and provides a framework for guiding future planning decisions. Promoting a diverse mix of land uses is crucial to ensuring the strength and vitality of the Village. The Land Use and Development Framework seeks to promote balanced growth in an economically sustainable manner, while preserving and enhancing the area's natural features. The Land Use and Development Framework is summarized below by land use category.

**Existing Residential.** Existing Residential land uses within the I-90/IL 47 Gateway include Sun City.

**Mixed Commercial.** The area just northeast of the I-90 interchange contains development-ready sites and vacant buildings surrounding auto-oriented commercial uses, including auto and RV dealerships, and the vacant outlet mall. Opportunity sites for Mixed Commercial development include the auto mall and vacant outlet mall. These areas should be targeted for a mix of commercial development that serve as a regional draw, such as general retailers, sporting goods stores, restaurants, and service uses.

**Corridor Commercial.** Areas along Route 47 north of Freeman Road are comprised of development-ready sites with much of the infrastructure already in place. These areas should be targeted for Corridor Commercial uses, which would leverage visibility and traffic volume, while establishing Route 47 as the Huntley's primary gateway. As new development occurs here, the Village should consider working with developers to encourage a diverse mix of development to ensure continued growth and development in the area.

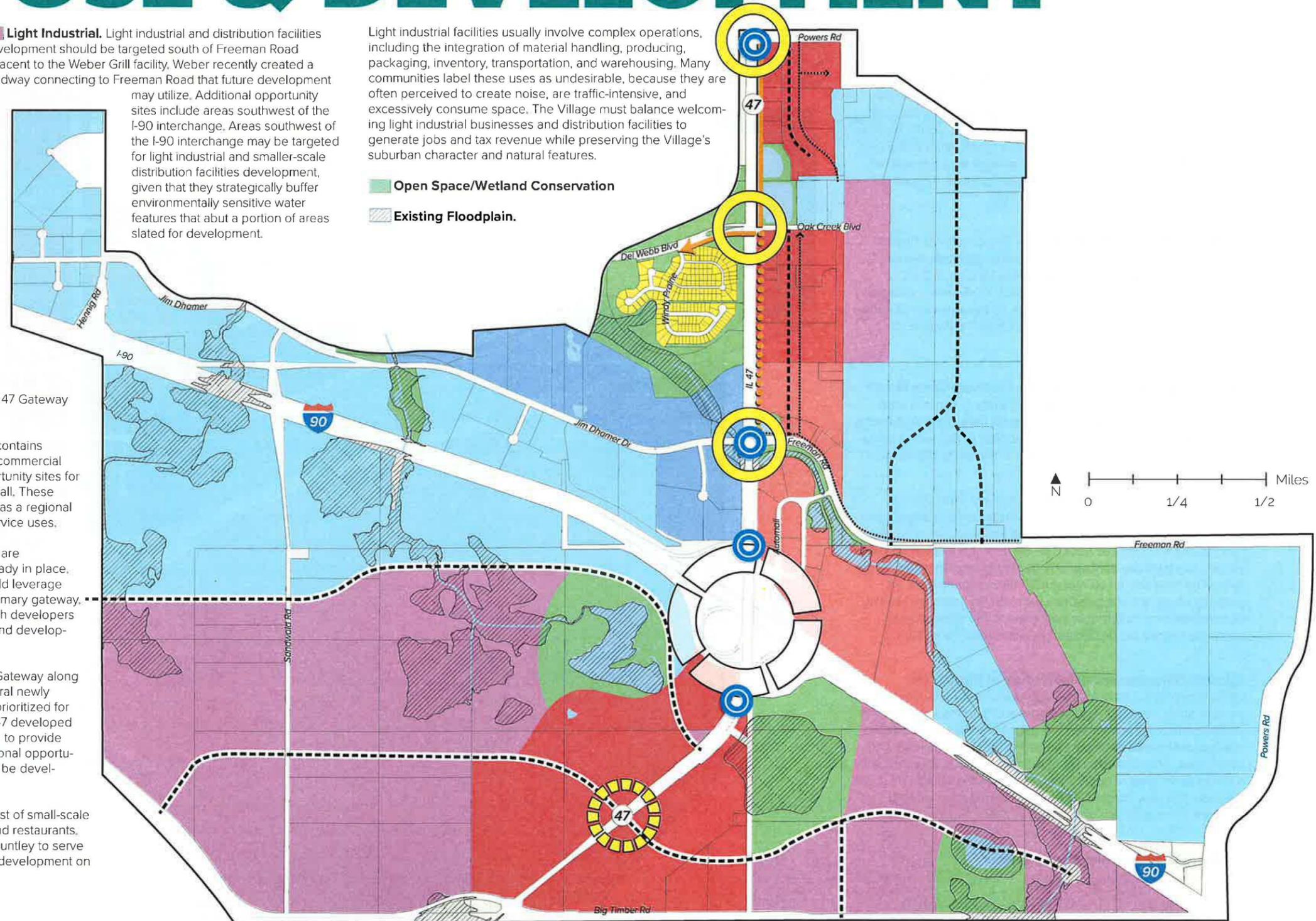
**Business Park & Flex Space.** The western portion of the I-90/IL 47 Gateway along Jim Dhamer Drive contains many undeveloped properties along with several newly constructed office and light industrial developments. This area should be prioritized for business park and flex space development, with areas adjacent to Route 47 developed as offices, to utilize the area's convenient access to I-90 and Route 47, and to provide high-quality job opportunities for residents and others in the region. Additional opportunity sites include the Stade property north of Freeman Road, which should be developed as Business Park.

**Medical Care/Office.** The Medical Care/Office land use should consist of small-scale medical offices and complementary commercial uses, such as daycares and restaurants. These areas act as a supportive district for the Health Care District in NE Huntley to serve nearby residents, such as those of Sun City and the Alden senior housing development on Regency Parkway.

**Light Industrial.** Light industrial and distribution facilities development should be targeted south of Freeman Road adjacent to the Weber Grill facility. Weber recently created a roadway connecting to Freeman Road that future development may utilize. Additional opportunity sites include areas southwest of the I-90 interchange. Areas southwest of the I-90 interchange may be targeted for light industrial and smaller-scale distribution facilities development, given that they strategically buffer environmentally sensitive water features that abut a portion of areas slated for development.

Light industrial facilities usually involve complex operations, including the integration of material handling, producing, packaging, inventory, transportation, and warehousing. Many communities label these uses as undesirable, because they are often perceived to create noise, are traffic-intensive, and excessively consume space. The Village must balance welcoming light industrial businesses and distribution facilities to generate jobs and tax revenue while preserving the Village's suburban character and natural features.

- Open Space/Wetland Conservation
- Existing Floodplain.



## 4: URBAN DESIGN

South Huntley is experiencing rapid growth and development. As this area continues to evolve, it is important that the Village establish a set of tools and guidelines to shape future development, ensuring that it is compatible with the desired character of the community. Most of the new and proposed development is occurring around the I-90 interchange, the eastern side of Route 47, and along Jim Dhamer Drive. Because Route 47 serves as the southern gateway into the Village, it is important to enhance this corridor with urban design features that signify entry into the Village and contribute to the creation of a community brand.

 **Gateway Feature.** The Village might consider establishing a gateway feature on Route 47 at the I-90 interchange that welcomes visitors to Huntley. This gateway feature could effectively replace the outdated gateway monument sign on the northeastern portion of the interchange, visible to passing motorists on I-90. The new gateway feature could incorporate landscaping, lighting, and should also establish a theme that contributes to a strong community image and identity.

 **Wayfinding Signage.** Wayfinding signage should be installed at key locations along Route 47, allowing residents and visitors to more easily navigate the area. Key locations include the interchange accompanying the gateway feature and where Route 47 intersects with Jim Dhamer Drive/Freeman Road, Del Webb Boulevard, and Powers Road. The design of wayfinding signage should be coordinated with the Village's gateway features to follow a cohesive theme and further establish a branding of the community.

**Landscaped Medians.** To strengthen Huntley's image and identity and enhance the aesthetics of Route 47, medians could potentially be planted with salt-tolerant, native perennial plants. Strategically choosing plant species that bloom and change throughout the seasons will create a visually appealing gateway year-round.

**Permeable Pavers & Porous Asphalt.** Permeable pavers and porous asphalt can be installed in parking lots to beautify commercial areas and minimize flooding, pollution, and erosion from stormwater. These pavements allow water to drain through into a stone recharge bed and infiltrate into the soil to recharge groundwater. Permeable pavers would be appropriate to install in smaller commercial, office, and multi-family areas, whereas porous asphalt would be more appropriately used for larger developments, such as regional commercial and office uses.

**Foundation Landscaping.** Where offices and light industrial development are occurring, the installation of foundation landscaping against newly developed buildings should be encouraged to enhance the business park, flex space, and light industrial areas.

**Enhanced Crosswalks.** To ensure that pedestrians can safely access commercial areas, crosswalks should be added where Route 47 intersects with Jim Dhamer Drive/Freeman Road, and in the commercial area just south of Powers Road. Crosswalks should be enhanced with colored striping and textured pavers to distinguish them from the roadway and enhance the gateway's character.

**Parking Lot Landscaping.** Landscaped islands and perimeter landscaping should be installed in and around parking lots to soften their appearance and beautify commercial areas. Perimeter landscaping and landscaped islands can also serve as a form of green infrastructure through the installation of deep-rooted, salt-tolerant, native perennial plants. The use of parking lot landscaping as green infrastructure will also minimize potential flooding from stormwater runoff.

## 5: TRANSPORTATION

*Safe and efficient access are critical in supporting land use and development, economic development, and quality of life. With the recent completion of the I-90 interchange project and its location along Route 47, the I-90/IL 47 Gateway is conveniently connected to both northern Illinois and southern Wisconsin. The Transportation Framework presents recommendations intended to enhance the I-90/IL 47 Gateway with non-motorized transportation infrastructure to ensure that the area's transportation system is well-balanced, allowing pedestrians and cyclists to safely access their desired destinations. Many of the recommendations are informed by the 2002 Village of Huntley Comprehensive Plan and the 2010 Illinois Route 47 Corridor Study.*

 **Sidewalk Connections.** Although Route 47 is primarily intended to support higher volumes of automobile traffic, it is important to ensure that businesses along the roadway are also accessible to pedestrians. Residents and visitors of Sun City, and employees of nearby businesses should be provided with safe pedestrian access to the commercial uses that surround them. Businesses along either side of Route 47 should also be connected by ADA-compliant sidewalks that link to nearby pathways and trails.

 **Shared-Use Pedestrian & Bicycle Pathway.** To improve the accessibility of businesses along Route 47, a shared-use pedestrian and bicycle pathway can be developed along the east side of the roadway. Developing a shared-use pathway can promote healthy, active living by safely allowing workers and residents to walk, jog, or cycle to their desired destination, as opposed to limiting their access to the use of vehicles. The Village should work with IDOT to coordinate efforts related to this planned bicycle path to ensure the installation of a shared-use pathway along the portion of Route 47 north of Jim Dhamer Drive and Freeman Road.

 **Existing Pedestrian & Bike Path.** A multi-use path exists along the north side of Kreutzer Road. As a part of a larger initiative to improve pedestrian and bicycle connections throughout the Village, this path is intended to connect with the proposed multi-use path along the east side of Route 47. In addition, a bicycle path along the east side of Route 47 is currently under construction.

**Signalized Intersection/Crosswalk:**  Existing  Proposed.

In commercial areas where traffic signals are in place, it is important to provide pedestrians with the opportunity to safely cross the roadway. To ensure that pedestrians can safely access commercial areas, signalized crosswalks should be added where Route 47 intersects with Jim Dhamer Drive/Freeman Road. These crosswalks should be ADA-compliant and equipped with visual and audible countdown timers to inform pedestrians on how much time they are given to cross the roadway. Additionally, these crosswalks should be activated only when pedestrians are present to maximize the efficiency of traffic flow.

 **Roadway Extension.** Because Route 47 serves as a Strategic Regional Arterial (SRA) under IDOT, it is important that the potential for conflict on Route 47 is minimized. Establishing an internal roadway that connects businesses on the east side of Route 47 will provide easier access and reduce traffic congestion on the Village's only major north-south arterial. The Village should continue to facilitate the extension of the roadway connecting commercial areas on the east side of Route 47 from Kreutzer Road to Freeman Road.

**Parking Lot Cross Access.** Maintaining cross access among adjacent parking lots in commercial areas is crucial to maximizing the efficiency of parking lot circulation. As commercial development continues to occur along Route 47, the Village should work closely with developers and property owners to maintain cross access in parking lots between businesses wherever possible. This will minimize potential conflicts on Route 47 by reducing the need for vehicles to pull onto the main roadway to reach adjacent destinations.



## MIXED COMMERCIAL

### LAND USE ACTIVITY

Appropriate land use activities within Mixed Commercial areas include:

- Hotels, and other hospitality uses that provide overnight lodging and short-term corporate housing.
- Restaurants, cafes, and bars, including franchise and drive-through restaurants, that offer a variety of dining options.
- National retailers and big-box stores that provide access to a large variety of products in a single location.

### URBAN FORM

Key attributes of the urban form within Mixed Commercial areas include:

- Generally shorter, one- to two-story structures with clearly designated public entrances accessible from parking lots.
- Businesses located in standalone stores, strip shopping centers, and neighborhood/community centers with anchor tenants.
- Building setbacks that allow room for on-site parking and automobile access from the street.
- On-site parking lots that include screening, landscaped areas, pedestrian pathways, and other elements to break up large areas of pavement and soften the views of parking areas.
- Inviting, transparent storefronts with attractive entrances.
- Properties featuring dedicated landscaping, signage, and other elements that beautify and establish an identity for these commercial areas.
- Planted and preserved trees to maintain shade and create pedestrian-friendly areas.



## CORRIDOR COMMERCIAL

### LAND USE ACTIVITY

Appropriate land use activities within Corridor Commercial areas include:

- Restaurants, cafes, and bars, including franchise and drive-through restaurants.
- National retailers and big-box stores that provide access to a large variety of products in a single location.
- Day-to-day retail and service businesses, such as grocery stores, salons, convenience stores, and dry cleaners, that provide basic goods and services to residents.
- Entertainment uses, such as movie theaters and bowling alleys, that provide entertainment and amusement.
- Professional and medical offices, including branch banks, pharmacies, dentists' offices, and financial services businesses, that provide more specialized professional services.
- Auto-oriented uses, such as gas stations, that support daily and periodic vehicle service needs like gasoline and oil changes.

### URBAN FORM

Key attributes of the urban form within Corridor Commercial areas include:

- Generally shorter, one- to two-story structures with public entrances oriented toward the street.
- Businesses located in standalone, strip/convenience, and neighborhood/community shopping centers with anchor tenants.
- Building setbacks that allow for on-site parking and automobile access from the street.
- On-site parking lots with screening, landscaped areas, pedestrian pathways, and other elements to break up large areas of pavement and soften the appearance of parking areas.



## BUSINESS PARK & FLEX SPACE

### LAND USE ACTIVITY

Appropriate land use activities within areas designated as Business Park and Flex include:

- Light manufacturing and production of specific types of goods.
- Office-industrial flex spaces, especially those involving innovative technologies and healthcare-related offices and suppliers.
- Home and corporate offices, including larger campuses.
- General offices and call centers.
- Research and development laboratories and testing facilities.

### URBAN FORM

Key attributes of the urban form within Business Park and Flex space areas include:

- Office and light industrial buildings with varying heights.
- Orientation of light industrial buildings that support industrial operations with visitor and public entrances situated near the street.
- Orientation of visitor and public entrances to office and flex buildings toward the street.

- Dedicated and accessory structures on collective campuses, as well as standalone buildings on smaller properties.
- Offices and light industrial buildings enhanced with planters, landscaping, and foundation landscaping to beautify the area and provide desirable amenities for employees and visitors to businesses.
- Properties installed with green infrastructure to preserve existing natural resources and to reduce stormwater runoff.
- Areas that are screened and buffered from adjacent uses and the I-90 interchange with attractive landscaping.
- Inviting, transparent storefronts with attractive entrances.
- Properties featuring dedicated landscaping, signage, and other elements that serve to beautify and establish an identity for these areas.
- Planted and preserved trees to maintain shade and create pedestrian-friendly areas.
- Properties installed with green infrastructure to preserve existing natural resources and reduce stormwater runoff.
- Business Park and Flex areas that are screened and buffered from adjacent residential neighborhoods with attractive fencing and landscaping.



## LIGHT INDUSTRIAL

### LAND USE ACTIVITY

Appropriate land use activities within Light Industrial areas include:

- Light to heavy manufacturing and mass production of specific types of goods.
- Warehouses, shipping, and distribution facilities that provide for the storage, shipping, and coordination of materials and goods, including finished products from local manufacturing (excluding cross-dock operations).
- Corporate/general offices, including larger campuses.

## URBAN FORM

Key attributes of the urban form within Light Industrial areas include:

- Office buildings with varying heights.
- Manufacturing, industrial and warehousing buildings with varying heights, dictated by function and industrial operations.
- Orientation of buildings that support industrial operations with visitor and public entrances facing the street.
- Dedicated and accessory structures on collective campuses, as well as standalone buildings on smaller properties.
- Structures and industrial operations, including loading docks and bays, that are buffered or screened from less intense uses, particularly commercial uses and public spaces.
- Offices and light industrial buildings enhanced with planters, landscaping, and foundation landscaping to beautify the area.
- Properties installed with green infrastructure to preserve existing natural resources and to reduce stormwater runoff.



## MEDICAL CARE/OFFICE

### LAND USE ACTIVITY

Appropriate land use activities within Medical Care/Office areas include:

- Healthcare-related offices and suppliers.
- General offices and call centers.
- Daycares and early childhood development centers.
- Public and semi-public facilities, such as fire stations and religious institutions, that provide necessary protection and public amenities.

### URBAN FORM

Key attributes of the urban form within Medical Care areas include:

- Office buildings with varying heights.
- Offices and commercial buildings enhanced with planters and landscaping to beautify the area.
- Properties installed with green infrastructure to preserve existing natural resources and to reduce stormwater runoff.



## FLOODPLAIN & WETLAND CONSIDERATIONS

As the Village continues to grow and develop, it is important to ensure that environmentally sensitive features, such as the floodplain and wetlands, are protected from any deleterious impacts of development. Most of Huntley's floodplain and water features are situated south of the I-90 interchange, meaning that development in this area should be cognizant of these natural features and appropriately encourage development that will not cause environmental harm.

Floodplain and wetlands are crucial to the environment in that they provide habitat for many rare, endangered, and threatened species; recharge groundwater; serve as a natural filter by preventing pollution from entering water bodies; reduce flooding associated with heavy rainfall; sequester carbon; and moderate erosion. Strictly enforcing development requirements related to the conservation of environmentally sensitive features will ensure that the Village is abiding by Section 404 of the Clean Water Act and Article IV of the Kane County Stormwater Ordinance, by preserving natural habitats and ecosystems, and protecting the quality of groundwater, lakes, rivers, and streams.

# 6: REGULATORY STRATEGY

The purpose of this section is to identify the actions necessary to amend the existing Zoning Ordinance and Map in a way as to further support the objectives of the Huntley I-90/IL 47 Gateway Plan. The strategy identifies the text and map amendments that should be undertaken by the Village to help implement the Plan. Fundamentally, the approach of the regulatory strategy is to combine like districts that are currently nearly indistinguishable.

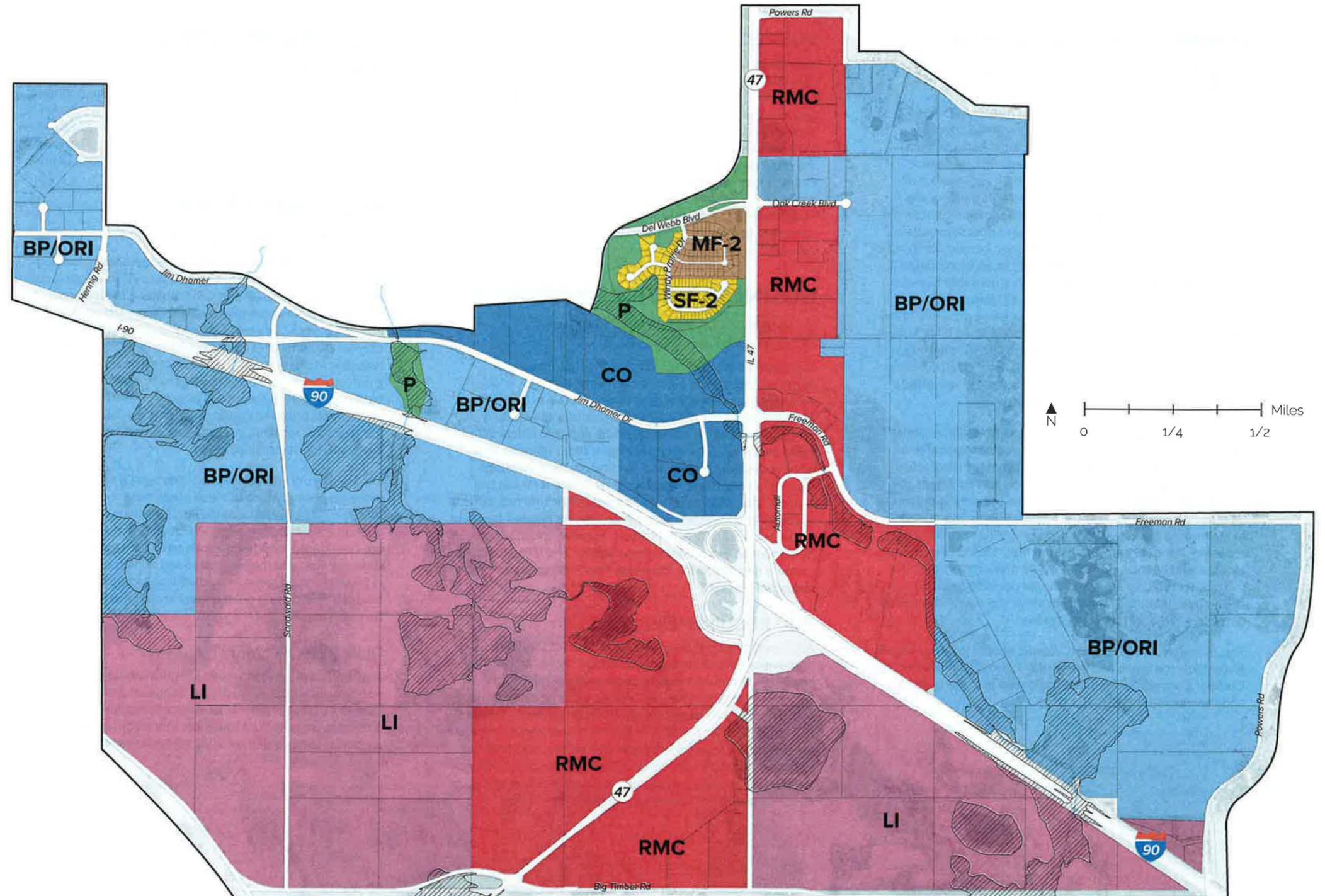
The following text identifies the recommended zoning changes and the resulting new districts. At the end of the section is a Proposed New Zoning District Map, which reflects the recommended changes identified in the text below.

## Zoning Districts

- (RMC) Regional Mixed-Commercial District
- (BP/ORI) Business Park/Office/Research/Light Industrial District
- (CO) Corporate Office
- (LI) Light Industrial
- (SF-2) Garden Residential
- (MF-2) Multi-Family
- (P) Parks & Open Space

## Overlay

- Floodplain



## COMMERCIAL USE DISTRICTS

### COMBINE DISTRICTS TO CREATE A NEW RMC DISTRICT

Currently there are two (2) commercial districts within the I-90/IL 47 Gateway planning areas – (B-3) Shopping Center Business District and (C-2) Regional Retail District. These two districts should be combined into one district, requiring planned unit development (PUD) approval for all new development. Both of these districts, as existing, are intended to accommodate and promote regional commercial development. The B-3 District is intended to accommodate “dense, higher intensity commercial uses...located along major streets” and the C-2 District is intended to accommodate “larger regional retail developments that generate higher volumes of traffic...with frontage on IL-47.” Based on the stated intent of these two districts, their given proximity to one another, the fact that they are both located along IL-47 in close proximity to the I-90/IL 47 interchange, and their similarity in parcel size and geometry, there is no reason to not combine them into a new I-90/IL 47 Gateway District – a new **(RMC) “Regional Mixed-Commercial District”**.

The new RMC District should prioritize large-scale, regional oriented retail uses, but accommodate other regional retail compatible uses such as hotels, entertainment, automobile dealerships, and more. As the nature of retail continues to change, with more and more commerce happening online, increased flexibility in historically retail districts is required to maintain market viability and competitive positioning. However, it should be clear that the RMC District is intended for uses and development that would draw from throughout the greater regional area, and should not include smaller-scaled uses intended primarily to serve the day-to-day needs of the local adjacent residential areas.

The boundary of the new RMC District should follow as closely as possible the combined areas of the *Mixed Commercial and Corridor Commercial* land use designations of the Land Use and Development Plan (page 6).

## PUD REQUIREMENT

Any development in the new RMC District should require approval as a PUD. As such, the Village should amend its current PUD requirements to accommodate the RMC District and establish new PUD standards that incorporate the recommendations of the *I-90/IL 47 Gateway Plan*. The new PUD standards for the RMC District should clearly articulate the retail prioritization and the overall importance of the character and appearance of development in the Gateway planning area. In this way, the Village would be giving the Plan increased regulatory impact, by requiring in the new PUD standards that the Plan must be supported by any proposed development in the RMC District.

## BUSINESS & OFFICE RESEARCH

### COMBINE DISTRICTS TO CREATE A NEW BP/ORI DISTRICT

Currently there are two (2) districts that accommodate larger business park, office, institutional, research, and light industrial uses – (BP) Business Park District and (ORI) Office/Research/Light Industrial. Both districts accommodate a range of compatible business, office, and light industrial uses; are located along or near major thoroughfares; and allow supportive service and commercial uses. Although the minimum acreage requirement is different for the two districts, the obvious overlap and similarity of the two districts provides the perfect opportunity to provide needed flexibility, ensure compatibility, and promote appearance and character, by combining the two into a new district. The Village should create a new **(BP/ORI) “Business Park/Office/Research/Light Industrial District”**.

## PUD REQUIREMENT

Any development in the new BP/ORI District should require approval as a PUD. As such, the Village should amend its current PUD requirements to accommodate the BP/ORI District and establish new PUD standards that incorporate the recommendations of the *I-90/IL 47 Gateway Plan*. The new PUD standards for the BP/ORI District should clearly articulate the desirability for a park-like/campus setting, and continue to accommodate a wide range of compatible uses. Logistics, freight, and trucking operations should generally not be accommodated in the new BP/ORI District.

## CORPORATE OFFICE

### LEAVE AS IS

Currently, the corporate office district exists at the northwest corner of I-90 and IL 47, and runs along the north side Jim Dhamer Drive. This zoning district coincides with the Gateway Plan’s Medical Care/Office land use designation. There are no recommended changes for the (O) Corporate Office District.

## LIGHT INDUSTRIAL

### CREATE A NEW LI DISTRICT

Currently, industrial uses in the Village are accommodated primarily in the M District, with some less intense light industrial uses possible in the BP and ORI Districts. Consideration should be given to creating a new (LI) Light Industrial District that reflects the current M District and some of the more intense industrial uses identified in the ORI District, but not including trucking, freight, logistics, or shipping operations as a permitted use. Such logistics-based operations should either not be permitted in the new LI District, or allowed only as a special use, provided certain standards can be met that reflect the character, location, intensity, and overall impact of the proposed logistics/shipping use.

The Regulatory Framework identifies two (2) areas for Light Industrial zoning. Much of these areas exist outside of the Village’s municipal boundaries, and encompass areas that are currently unincorporated. As these unincorporated areas are considered for possible annexation into the Village, the Gateway Plan and the recommended zoning (primarily a new LI District) should serve to guide proposed development and be used as a starting point for any annexation agreement to be put in place.

## PUD REQUIREMENT

Any development in the new LI District should require approval as a PUD. As such, the Village should amend its current PUD requirements to accommodate the LI District and establish new PUD standards that incorporate the recommendations of the *I-90/IL 47 Gateway Plan*.

## RESIDENTIAL AND OPEN SPACE

### LEAVE AS IS

There is a relatively small area within the Gateway Planning Area that is zoned for residential and parks/open space use. This area includes an established residential development (zoned SF2 and MF2) and surrounding parks/open space (zoned (P, for Parks and Open Space). The Gateway Plan Regulatory Framework does not recommend any changes to these districts.

## INCORPORATING OPEN SPACE

There is a significant amount of valuable open space that exists throughout the Gateway Planning Area, designated as Open Space/Wetland Conservation. With the exception of the area zoned (P) surrounding the existing residential development, the areas on the Land Use & Development plan map reflect areas of natural open space, wetlands, and environmental features. Although not zoned as Parks & Open Space, these identified areas must be taken into consideration when any development is proposed. It is important that the standards and regulations established in the Village’s zoning ordinance and subdivision code incorporate best practices regarding the protection of valued environmental areas in all zoning districts, and that careful attention be paid to such environmental areas when designing, reviewing, and approving any and all development.

## FRAMEWORK FOR ANNEXATION

The I-90/IL 47 Gateway Plan and the Regulatory Strategy should serve as a guiding framework for annexation of unincorporated land into the Village. The Gateway Plan and Regulatory Strategy identify the designated land use and development type for the areas to be annexed, and also identifies the proposed zoning for the areas to be annexed. Understanding that annexations typically involve an annexation agreement that may incorporate specific consideration at the time of annexation, this Gateway Plan should be used to inform and guide the preparation of any annexation agreement, including the intensity of development and the protection of identified open space. To the extent possible, the Village should require adjacency for new development and annexation, rather than letting development occur in a “leap Frog” manner in areas that are currently undeveloped. This adjacency requirement manages growth, prevents the premature development of undeveloped areas, and prevents unnecessary and burdensome expenses related to infrastructure expansion and maintenance.

## Business District Eligible Costs per State Statute

"Business district project costs" shall mean and include the sum total of all costs incurred by a municipality, other governmental entity, or nongovernmental person in connection with a business district, in the furtherance of a business district plan, including, without limitation, the following:

- (1) costs of studies, surveys, development of plans and specifications, implementation and administration of a business district plan, and personnel and professional service costs including architectural, engineering, legal, marketing, financial, planning, or other professional services, provided that no charges for professional services may be based on a percentage of tax revenues received by the municipality;
- (2) property assembly costs, including but not limited to, acquisition of land and other real or personal property or rights or interests therein, and specifically including payments to developers or other nongovernmental persons as reimbursement for property assembly costs incurred by that developer or other nongovernmental person;
- (3) site preparation costs, including but not limited to clearance, demolition or removal of any existing buildings, structures, fixtures, utilities, and improvements and clearing and grading of land;
- (4) costs of installation, repair, construction, reconstruction, extension, or relocation of public streets, public utilities, and other public site improvements within or without the business district which are essential to the preparation of the business district for use in accordance with the business district plan, and specifically including payments to developers or other nongovernmental persons as reimbursement for site preparation costs incurred by the developer or nongovernmental person;
- (5) costs of renovation, rehabilitation, reconstruction, relocation, repair, or remodeling of any existing buildings, improvements, and fixtures within the business district, and specifically including payments to developers or other nongovernmental persons as reimbursement for costs incurred by those developers or nongovernmental persons;
- (6) costs of installation or construction within the business district of buildings, structures, works, streets, improvements, equipment, utilities, or fixtures, and specifically including payments to developers or other nongovernmental persons as reimbursements for such costs incurred by such developer or nongovernmental person;
- (7) financing costs, including but not limited to all necessary and incidental expenses related to the issuance of obligations, payment of any interest on any obligations issued under this Law that accrues during the estimated period of construction of any development or redevelopment project for which those obligations are issued and for not exceeding 36 months thereafter, and any reasonable reserves related to the issuance of those obligations; and
- (8) relocation costs to the extent that a municipality determines that relocation costs shall be paid or is required to make payment of relocation costs by federal or State law.

**Agenda Item:**            **Consideration of a Resolution Authorizing Acceptance of a Proposal from Arrow Road Construction Co. to Complete Edge Mill & HMA Overlay in the Amount Not to Exceed \$54,000.00 and Waiving Competitive Bidding**

**Department:**            **Public Works and Engineering Department – Administration and Engineering Division**

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**Introduction**

The Pavement Patching Program allows the Village to concentrate on specific areas within the Village not targeted for repair through the annual MFT Program with the goal of prolonging the useful life of the pavement and delaying the resurfacing of the entire roadway section. In 2017, pavement patching on Michigan Avenue and Pennsylvania Avenue in Sun City Neighborhood 8 was completed by a shared services venture between the Village of Huntley and the Village of Algonquin Public Works Departments. This area was experiencing pavement failure along the curb line because rainwater was not adequately draining to the curb thereby creating pooling water and icy conditions in freezing temperatures. The pavement patching project consisted of milling 7 feet wide along the curb line and placing 1.5” of HMA Surface Coarse. Before and after photos are attached for reference. In 2018, this area will receive a coating of Liquid Road asphalt sealer across the entire roadway through another joint venture with Behm Pavement Maintenance where the Village will purchase the Liquid Road material (\$6,400) and supply traffic control and Behm will supply the labor and equipment, free of charge. Behm is waving their costs in an effort to promote this product for use on roadways in the future.

The Village is targeting more areas in Sun City including Maplewood Avenue, Nelson Drive, and Greenway Drive (Neighborhood 16) that are experiencing similar curb line pavement failures. Given the favorable milling and asphalt unit pricing with the 2018 MFT Program, staff determined it would be more advantageous and cost effective to edge mill (1.5” at curb line and 0” at the centerline) and overlay the entire the roadway with 1.5” HMA Surface Coarse rather than to use the MPI Pavement Patching unit pricing followed by sealer in this area.

The different options for addressing the pavement failure in Sun City Neighborhood 16 are summarized as follows:

Arrow Road (Edge Mill & HMA Overlay 1.5”)	\$53,391.10
MPI (Edge Mill & HMA Overlay 1.5”)	\$57,001.50
MPI Pavement Patching (7’ wide)	\$68,160.90

**Staff Analysis**

Historical pavement management solutions have consisted of the annual MFT street improvement program, pavement patching using both Public Works staff and contracting, and crack sealing. Recently, the Village completed a Full Depth Recycle (FDR) project on Vine Street and Asphalt Rejuvenator projects in the Wing Pointe subdivision.

The edge mill and overlay and the Liquid Road sealer projects are additional examples of a progressive approach by the Village that demonstrates a commitment to finding alternative and cost effective point specific pavement management solutions.

The project costs have been reviewed by the Public Works and Engineering Department staff. All is in order to accept the proposal for Edge Mill & HMA Overlay from Arrow Road Construction Company and to waive competitive bidding.

**Strategic Plan Priority**

The 2016-2020 Strategic Plan identifies *Promote Sound Financial Management and Fiscal Sustainability* as a Strategic Priority, and “enhance asset management program to sustain level of service at economical life cycle cost” as an objective.

**Financial Impact**

The FY18 Budget includes \$145,000 in the Street Improvement Fund, 04-10-4-7500. Other projects included in this line item include crack sealing, pavement marking, and pavement patching.

**Legal Analysis**

None required.

**Action Requested**

A motion by the Village Board to approve a Resolution Authorizing Acceptance of a Proposal from Arrow Road Construction Company in the amount not to exceed \$54,000.00 for Edge Mill & HMA Overlay and Waiving Competitive Bidding.

**Exhibits**

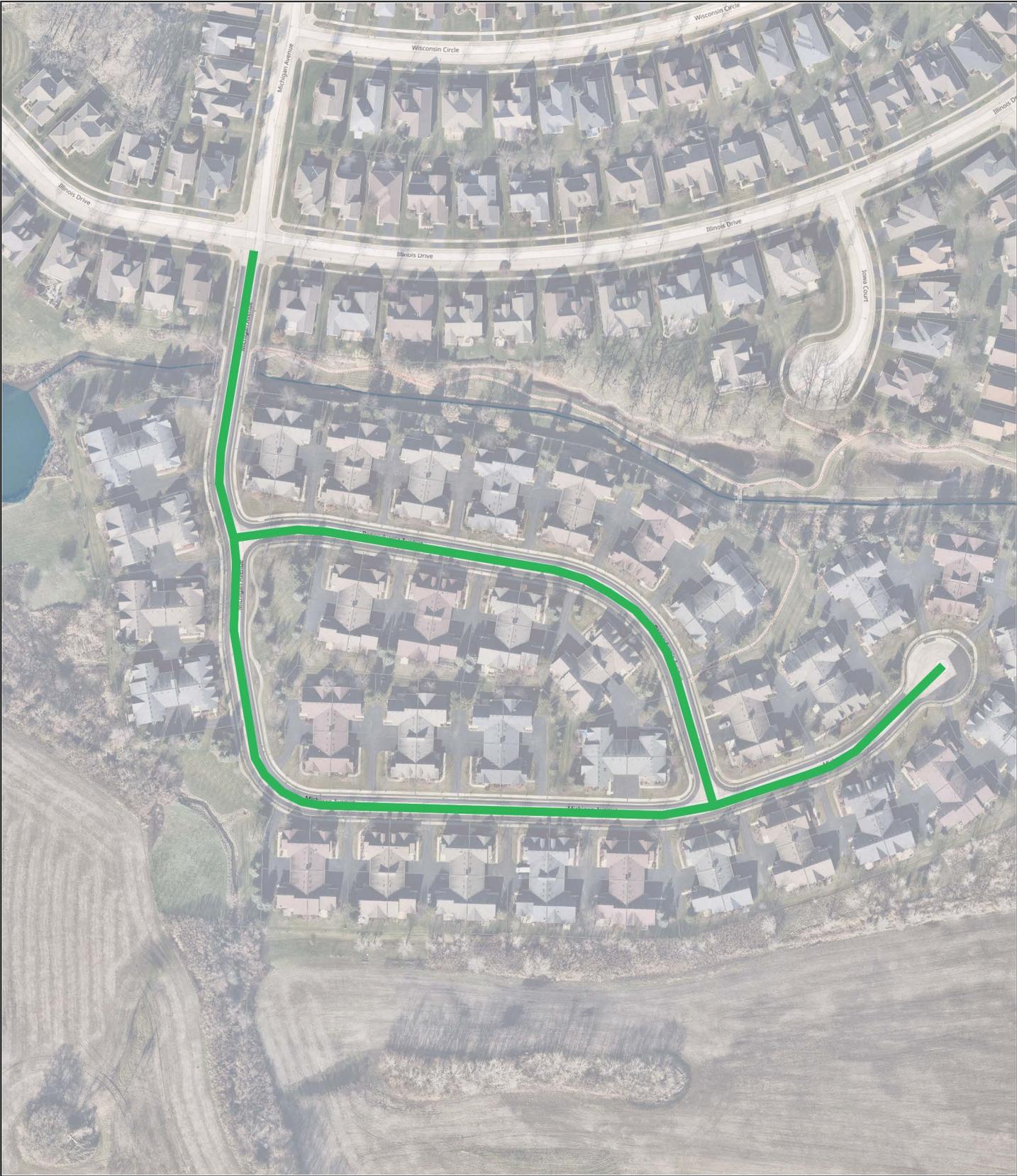
- Photos of 2017 Pavement Patching Project
- Project Location Exhibit – Liquid Road Sealer
- Project Location Exhibit – Edge Mill and Overlay
- Arrow Road Proposal
- Cost Comparison – Village of Huntley
- Draft Resolution

**BEFORE**



**AFTER**





Village of Huntley GIS  
LIQUID ROAD TEST AREA

DISCLAIMER: The Village of Huntley Does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



VILLAGE OF HUNTLEY  
10987 Main Street  
Huntley, IL 60142  
(847)669-9600

SCALE: 1" = 200'

Print Date: 4/20/2018



**Village of Huntley GIS**  
**2018 PAVEMENT PATCHING AREA**

DISCLAIMER: The Village of Huntley Does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



SCALE: 1" = 200'



**VILLAGE OF HUNTLEY**  
10987 Main Street  
Huntley, IL 60142  
(847)669-9600

Print Date: 5/29/2018



## Arrow Road Construction Co.

3401 South Busse Road – P.O. Box 334 \* Mt. Prospect, Illinois 60056-0334  
Phone: 847-437-0700 \* Fax 847-437-0779

Algonquin Plant  
Phone: 847-658-1140  
Fax: 847-783-6697

Carpentersville Plant  
Phone: 847-783-6680  
Fax: 847-783-6697

June 5, 2018

Jason Irvin, MBA, MAOL, Assistant to the Director of Public Works & Engineering  
Village of Huntley  
10987 Main Street  
Huntley, IL 60142

Re: Village of Huntley 2018 Streets – Additional Work  
Arrow Job No. 28818

Dear Mr. Irvin,

We are pleased to submit, for your review and approval, the following agreed unit prices to complete the additional work as described below and illustrated on page 2 of this document:

ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL
Surface Rem., Edge Mill (1-1/2" – 0" in 7')	SQ YD	3,810	\$2.17	\$8,267.70
HMA Surface Course 1.5"	TON	668	\$67.55	\$45,123.40
				<b>\$53,391.10</b>

Please feel free to contact me with any questions or concerns.

Respectfully,

*Arrow Road Construction Company*

*Nick Eichenold, Chief Estimator*

Nick Eichenold  
Chief Estimator  
847-472-7260

Cc: Terry Pyne, Project Superintendent  
John Mueller, Assistant Secretary



**Village of Huntley GIS**

**2018 EDGE MILL & OVERLAY AREA**

DISCLAIMER: The Village of Huntley Does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



**VILLAGE OF HUNTLEY**

10987 Main Street  
Huntley, IL 60142  
(847)669-9600

SCALE: 1" = 200'

Print Date: 5/29/2018

## 2018 PAVEMENT PATCHING COST COMPARISON

### MPI Pavement Patching (7' Wide)

ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL
Pavement Patching 7' wide	SQ YD	3810	\$17.89	\$68,160.90
				<b>\$68,160.90</b>

### MPI (Edge Mill 7' wide & HMA Overlay 1.5")

ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL
Edge Mill & HMA Overlay 1.5"	SQ YD	7950	\$7.17	\$57,001.50
				<b>\$57,001.50</b>

### Arrow Road (Edge Mill 7' wide & HMA Overlay 1.5")

ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL
Surface Removal 1.5"	SQ YD	3810	\$2.17	\$8,267.70
HMA Surface Course 1.5"	TON	668	\$67.55	\$45,123.40
				<b>\$53,391.10</b>

**RESOLUTION AUTHORIZING ACCEPTANCE OF A PROPOSAL FROM  
ARROW ROAD CONSTRUCTION CO. TO COMPLETE EDGE MILL & HMA OVERLAY  
IN THE AMOUNT NOT TO EXCEED \$54,000.00  
AND WAIVING COMPETITIVE BIDDING**

**Resolution (R)2018-06.xx**

Arrow Road Construction Co.

WHEREAS, the Village of Huntley is a home rule unit of local government under the Illinois Constitution, 1970, Article VII, Section 6; and

WHEREAS, the FY 2018 Annual Budget includes \$145,000 for the Street Improvement Capital Program; and

WHEREAS, Arrow Road Construction from Mount Prospect, IL submitted a proposal for edge milling and overlay of the entire roadway in Neighborhood 16 in Sun City; and

WHEREAS, the Arrow Road proposal was more cost effective than the bids received for the MPI Pavement Patching Program; and

WHEREAS, the Village of Huntley has determined that it is in the best interest to authorize the proposal to Arrow Road Construction Company for the Village of Huntley 2018 Pavement Patching Program.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF HUNTLEY as follows:

SECTION I: The Village Board hereby approves and accepts the proposal from Arrow Road Construction Company in an amount not to exceed \$54,000.00 for the 2018 Pavement Patching Program and waives competitive bidding.

SECTION II: This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

SECTION III: All Resolutions and parts of resolutions in conflict herewith are hereby repealed.

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
Trustee Goldman	_____	_____	_____	_____
Trustee Hoefl	_____	_____	_____	_____
Trustee Kanakaris	_____	_____	_____	_____
Trustee Leopold	_____	_____	_____	_____
Trustee Piwko	_____	_____	_____	_____
Trustee Westberg	_____	_____	_____	_____

PASSED and APPROVED this 14<sup>th</sup> day of June 2018.

APPROVED:

ATTEST:

\_\_\_\_\_  
Village President

\_\_\_\_\_  
Village Clerk

**Agenda Item:**                    **Consideration of a Resolution Approving the Purchase of Lighting Materials for the Village of Huntley 2018 LED Lighting Incentive Program and Waiving Competitive Bidding**

**Department:**                    **Public Works and Engineering Department – Administration and Engineering Division**

---

**Introduction**

The LED Lighting Incentive Program allowed the Village to replace 159 High Pressure Sodium (HPS) fixtures in 2017. The Village was able to participate in the Program offered by the Illinois Department of Commerce and Economic Opportunity in early 2017 and the ComEd Energy Efficiency Program in late 2017 with incentives received totaling \$43,838.67. These incentives lowered the total project cost from \$67,796.13 to \$23,957.46.

The Village is looking to participate in the ComEd Energy Efficiency Program again in 2018 and continue the LED Lighting Incentive Program along Sun City Blvd, Countryview Blvd, Industrial Ct, Clanyard Rd, Powers Rd, Regency Pkwy, and Haligus Rd with a total of 152 fixtures to be replaced. The material cost for 2018 is \$45,466.16 and Public Works Staff will be performing the installation of the new LED fixtures to further increase the cost savings as compared to contractor installation. The Village has received a Reservation Letter from ComEd which serves as a Notice to Proceed and also reserving the incentive funds of \$20,083.00. Ordering of the materials will take place immediately with fixture replacement beginning in early July.

Staff obtained three quotes for the required materials:

Steiner Electric	\$45,466.16
City Electric Supply	\$46,003.97
Crescent Electric Supply	\$47,794.00

**Staff Analysis**

Material pricing and ComEd Reservation Letter of funds have been reviewed by Public Works and Engineering Department staff. All is in order to award the proposal for the 2018 LED Lighting Incentive Program to Steiner Electric in the amount of \$45,466.16 for lighting materials.

**Strategic Plan Priority**

The 2016-2020 Strategic Plan identifies Promote Sound Financial Management and Fiscal Sustainability as a Strategic Priority, and “enhance asset management program to sustain level of service at economical life cycle cost” as an objective.

**Financial Impact**

The FY18 Budget includes \$50,000 for the LED Lighting Incentive Program. The funding of this project is coming from the Street Improvement Fund, 04-10-4-7500. The after incentive cost is \$25,383.16.

**Legal Analysis**

None required.

**Action Requested**

A motion by the Village Board to Approve a Resolution Authorizing the Purchase of Lighting Materials from Steiner Electric for the Village of Huntley 2018 LED Lighting Incentive Program in the amount of \$45,466.16.

**Exhibits**

- ComEd Reservation Letter
- Steiner Electric Quotation
- 2018 LED Lighting Incentive Program Limit Maps
- Project Cost Summary
- 2017/2018 Total Funds Allocated & Project Savings
- Draft Resolution

May 31, 2018

Jason Irvin  
Village of Huntley  
10987 Main Street  
Huntley, IL 60142

RE: Customer Copy  
Project Funds Reserved  
Project ID# 18-40465  
Project Location: 0W Countryview Lite Rt/25 8N Dakotafield, Huntley, IL 60142

Dear Jason Irvin,

We are pleased to inform you that the ComEd® Energy Efficiency Program has reviewed your pre-approval application and reserved \$20,083.00 for this project based on the following description:

Public Sector Measures	Quantity
Street Lights	28690

As a reminder, your signed project application states that pursuant to Section 16-128B of the Illinois Public Utilities Act, ComEd cannot issue certain incentives or rebates unless it is provided with: 1) certification that measures were self-installed by the ComEd customer, or 2) evidence that the measures were installed by an installer certified by the Illinois Commerce Commission.

Funds will be reserved until 10/01/2018, unless you request and are granted an extension prior to reservation expiration. Only one extension will be granted. If you do not request an extension, and we do not receive your complete final application prior to this date, we may cancel your project. Reserved funds may not be transferred to other projects, facilities or customers.

Please note that a reservation does not guarantee an incentive. The actual incentive amount paid will be based on our review of the final application and supporting documentation of equipment installed, and it will be subject to 2018 program year incentives, specifications and requirements.

It is essential that you and your contractor, if applicable, comply with all terms and conditions and *ensure that the equipment you install meets the required specifications*. Equipment specifications and program terms and conditions can be found in the application and incentive worksheets, which are available at [ComEd.com/BizIncentives](http://ComEd.com/BizIncentives).

To expedite final application processing, please submit all requested supporting documentation, including the public sector street lights tracking sheet, specified in the application and incentive worksheet(s).

All replaced equipment must be recycled/disposed of according to state, federal and local regulations. Information about State of Illinois requirements can be found at the Illinois Environmental Protection Agency website: <http://www.epa.state.il.us/land/citizen-involvement/recycling/>.

We appreciate your program participation and the efforts your organization is undertaking to save energy. If you have questions, please call us at (855) 433-2700 or email us at [BusinessEE@ComEd.com](mailto:BusinessEE@ComEd.com).

Sincerely,



Ashley Harrington

Senior Energy Efficiency Program Manager  
ComEd Energy Efficiency Program

May 31, 2018

#Self-Install

, IL

RE: Contractor Copy

Project Funds Reserved

Project ID# 18-40465

Project Location: 0W Countryview Lite Rt/25 8N Dakotafield, Huntley, IL 60142

Dear ,

We are pleased to inform you that the ComEd® Energy Efficiency Program has reviewed your pre-approval application and reserved \$20,083.00 for this project based on the following description:

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Street Lights	28690

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Funds will be reserved until 10/01/2018, unless you request and are granted an extension prior to reservation expiration. Only one extension will be granted. If you do not request an extension, and we do not receive your complete final application prior to this date, we may cancel your project. Reserved funds may not be transferred to other projects, facilities or customers.

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It is essential that you and your contractor, if applicable, comply with all terms and conditions and *ensure that the equipment you install meets the required specifications*. Equipment specifications and program terms and conditions can be found in the application and incentive worksheets, which are available at [ComEd.com/BizIncentives](http://ComEd.com/BizIncentives).

To expedite final application processing, please submit all requested supporting documentation, including the public sector street lights tracking sheet, specified in the application and incentive worksheet(s).

All replaced equipment must be recycled/disposed of according to state, federal and local regulations. Information about State of Illinois requirements can be found at the Illinois Environmental Protection Agency website: <http://www.epa.state.il.us/land/citizen-involvement/recycling/>.

We appreciate your program participation and the efforts your organization is undertaking to save energy. If you have questions, please call us at (855) 433-2700 or email us at [BusinessEE@ComEd.com](mailto:BusinessEE@ComEd.com).

Sincerely,



Ashley Harrington  
Senior Energy Efficiency Program Manager  
ComEd Energy Efficiency Program

**Expiration Date: 03/23/18**

## Quotation

**TO:**

VILLAGE OF HUNTLEY  
Attn: JASON IRVING  
11000 BAKLEY ST  
HUNTLEY, IL 60142-7125

**Project Info:**

Project: Village of Huntley  
Job #: #LI-022118-70220  
Bid Date: 02/21/18  
Bid Time: 02:00 PM CST  
Quoter: CAMPOSANO, CRISTINA

Type	Quantity	Vendor	Description	Unit or Lot#	Unit Price	Ext Price
	140	HOLOPHAN	ATB0 30BLEDE10 MVOLT R2 BK NRAutobahn LED Roadway - Small (ATB0): ATB0, 30B Chips, 1050mA Driver, Multi-Volt (120-277V), Roadway Type II, 4000K (Standard), Black, Terminal Block (Standard), No Photocontrol Receptacle	Unit	303.220/EA	42,450.80
	12	HOLOPHAN	ATB0 30BLEDE10 MVOLT R2 BK Autobahn LED Roadway - Small (ATB0): ATB0, 30B Chips, 1050mA Driver, Multi-Volt (120-277V), Roadway Type II, 4000K (Standard), Black, Terminal Block (Standard), 3 Pin NEMA Photocontrol Receptacle (Standard)	Unit	196.830/EA	2,361.96
	12	HOLOPHAN	DLL127F 1.5 JU	Unit	21.200/EA	254.40
	5	HOLOPHAN	BR-1061-MOD-BK RFD238919 Aluminum single spoke arm 24 inches arm length to hub fit 4IN RTA pole top, black finish. Wind loading was not provided at the time of this quote; therefore customer is responsible	Unit	79.800/EA	399.00

**From:**

STEINER ELECTRIC-CRYSTAL LAKE  
PHONE 815-261-3400  
200 VIRGINIA RD  
CRYSTAL LAKE, IL 60014-8725  
Printed By: CAMPOSANO, CRISTINA  
Cristina Camposano  
P:815-261-3414  
F:815-459-1500

**Notes**

TRANSACTIONS BASED ON THIS QUOTE WILL BE GOVERNED  
BY STEINER'S TERMS & CONDITIONS OF SALE. A COPY CAN  
BE FOUND AT STEINERELECTRIC.COM OR UPON REQUEST.



Project: Village of Huntley

Expiration

03/23/18

### Quotation

Type	Quantity	Vendor	Description	LOT #	Unit Price	Ext Price
	0		Please note that the ATB lead time is 2-3 weeks but the 4 OD bracket is 6-7 weeks lead-time. They will need to order the brackets accordingly to accommodate the July installation.	Unit	0.000/EA	0.00

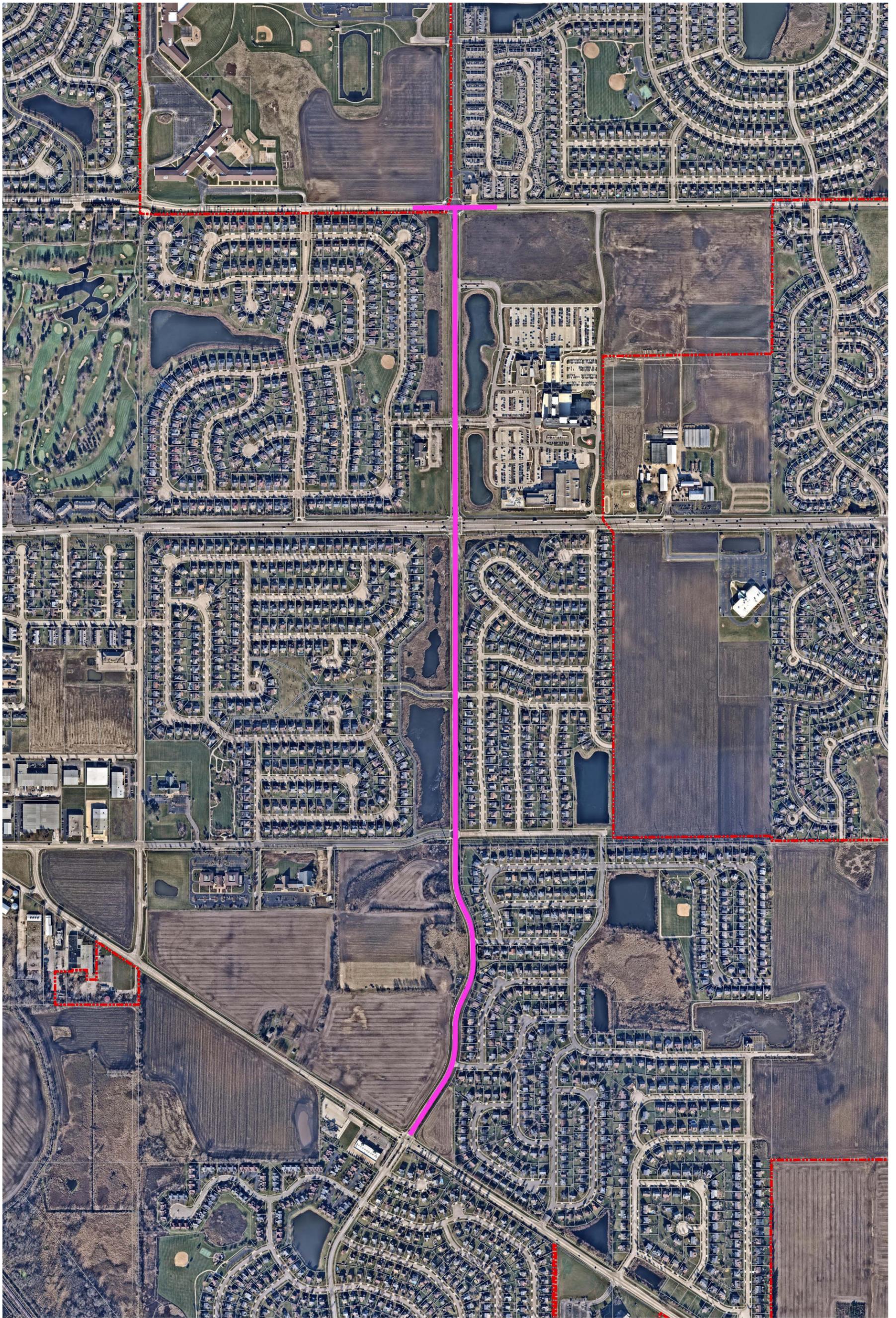
\*\*\*Freight claims must be submitted within 10 business days of delivery.\*\*\*  
 \*\*\*If Attic Stock is required, please provide information. No Attic Stock will be included unless advised \*\*\*  
 \*\*\*\* TAX NOT INCLUDED IN TOTAL \*\*\*\*  
 Pricing is based on the quantities provided. Please verify that counts on Fixtures,Lamps and Accessories meet your required totals. Any variance may require re-quote.  
 Expedited shipments may incur freight charges. All LIFT-GATE Charges Extra  
 Any delivery address changes may incur re-consignment fees as determined by the carrier.  
 All lamps subject to stock availability at time of order.

Please note that the ATB lead time is 2-3 weeks but the 4 OD bracket is 6-7 weeks lead-time.

<b>Total</b>	<b>45,466.16</b>
--------------	------------------

**From:**  
 STEINER ELECTRIC-CRYSTAL LAKE  
 PHONE 815-261-3400  
 200 VIRGINIA RD  
 CRYSTAL LAKE, IL 60014-8725  
 Printed By: CAMPOSANO, CRISTINA  
 Cristina Camposano  
 P:815-261-3414  
 F:815-459-1500

**Notes**  
 TRANSACTIONS BASED ON THIS QUOTE WILL BE GOVERNED BY STEINER'S TERMS & CONDITIONS OF SALE. A COPY CAN BE FOUND AT STEINERELECTRIC.COM OR UPON REQUEST.



Village of Huntley GIS  
HALIGUS ROAD STREET LIGHT REPLACEMENT

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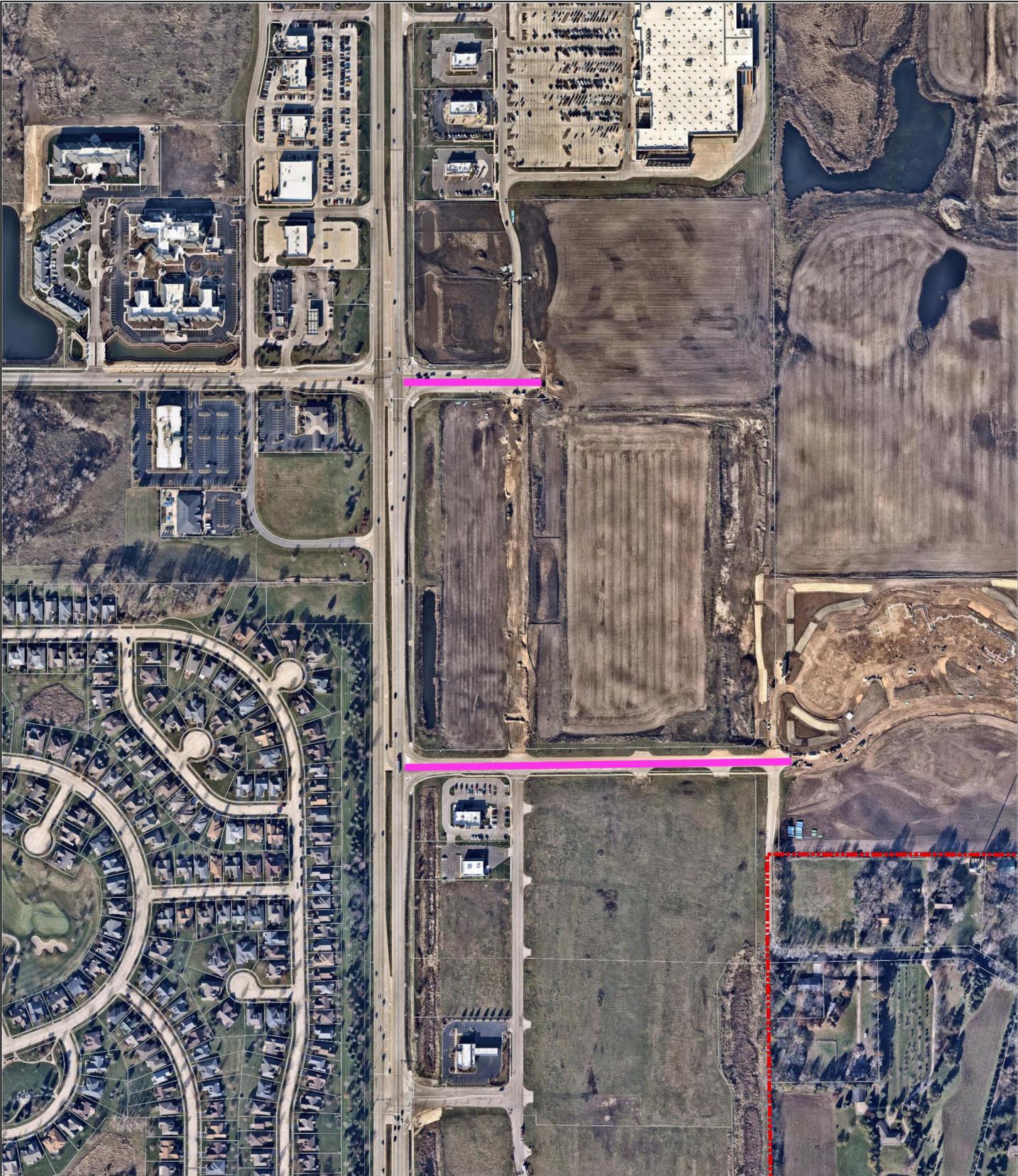


SCALE: 1" = 796'



VILLAGE OF HUNTLEY  
10987 Main Street  
Huntley, IL 60142  
(847)669-9600

Print Date: 2/16/2018



Village of Huntley GIS  
HUNTLEY CROSSINGS STREET LIGHT  
REPLACEMENT

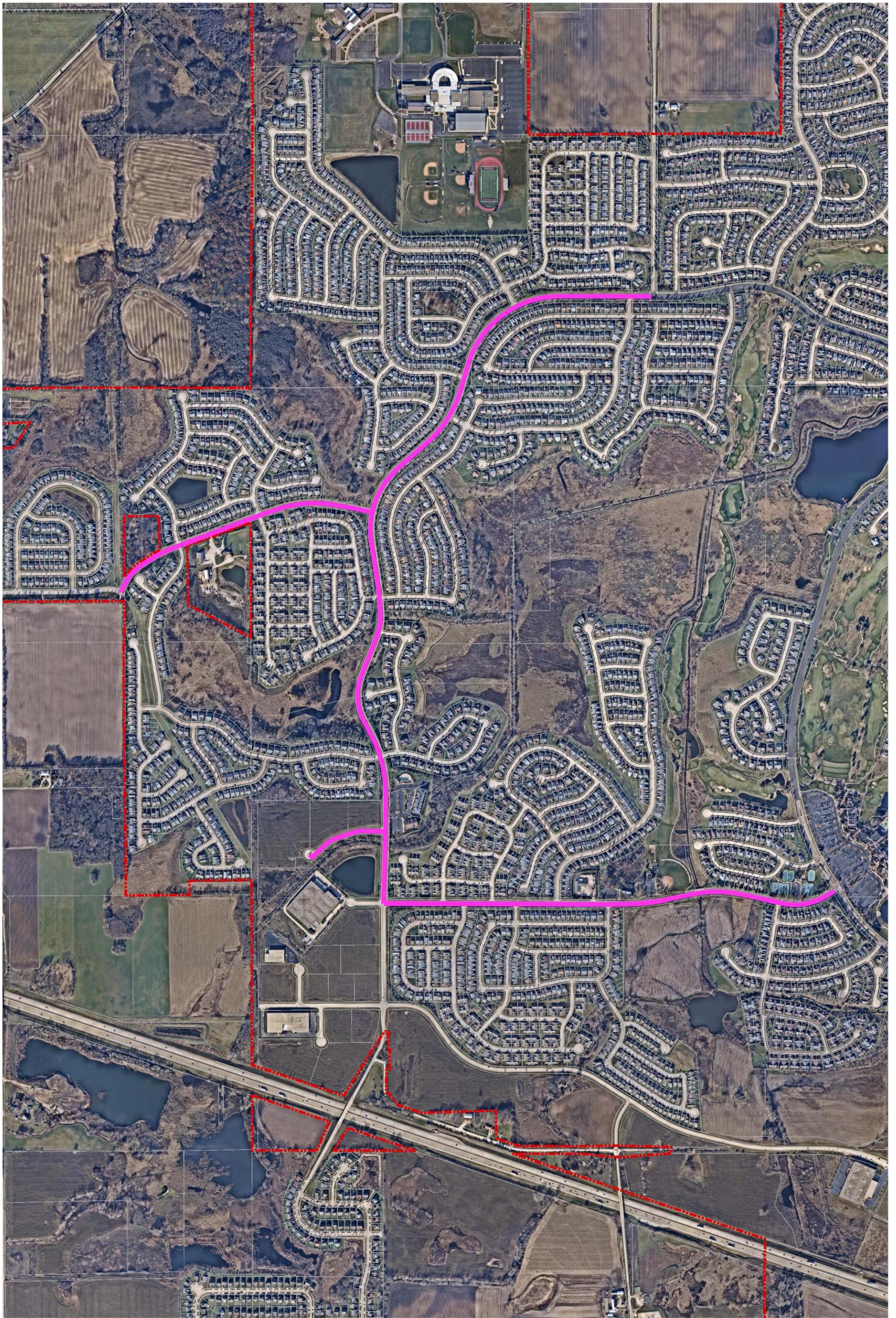
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SCALE: 1" = 500'

VILLAGE OF HUNTLEY  
10987 Main Street  
Huntley, IL 60142  
(847)669-9600

Print Date: 2/16/2018



Village of Huntley GIS  
 SUN CITY STREET LIGHT REPLACEMENT

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SCALE: 1" = 1,000'



VILLAGE OF HUNTLEY  
 10987 Main Street  
 Huntley, IL 60142  
 (847)669-9600

Print Date: 2/16/2018

## 2018 LED STREET LIGHT REPLACEMENT PROGRAM

LOCATION	FIXTURES	UNIT COST	TOTAL
COUNTRYVIEW BLVD	45	\$303.22	\$13,644.90
INDUSTRIAL COURT	5	\$303.22	\$1,516.10
CLANYARD ROAD	12	\$196.83	\$2,361.96
SUN CITY BLVD	23	\$303.22	\$6,974.06
HALIGUS ROAD	53	\$303.22	\$16,070.66
POWERS ROAD	9	\$303.22	\$2,728.98
REGENCY PKWY	5	\$303.22	\$1,516.10
<b>TOTAL</b>	152		<b>\$44,812.76</b>
LOCATION	MAST ARMS	UNIT COST	TOTAL
COUNTRYVIEW BLVD	0	\$79.80	\$0.00
INDUSTRIAL COURT	5	\$79.80	\$399.00
CLANYARD ROAD	0	\$79.80	\$0.00
SUN CITY BLVD	0	\$79.80	\$0.00
HALIGUS ROAD	0	\$79.80	\$0.00
POWERS ROAD	0	\$79.80	\$0.00
REGENCY PKWY	0	\$79.80	\$0.00
<b>TOTAL</b>	5		<b>\$399.00</b>
LOCATION	PHOTOCELLS	UNIT COST	TOTAL
COUNTRYVIEW BLVD	0	\$21.20	\$0.00
INDUSTRIAL COURT	0	\$21.20	\$0.00
CLANYARD ROAD	0	\$21.20	\$0.00
SUN CITY BLVD	0	\$21.20	\$0.00
HALIGUS ROAD	12	\$21.20	\$254.40
POWERS ROAD	0	\$21.20	\$0.00
REGENCY PKWY	0	\$21.20	\$0.00
<b>TOTAL</b>	12		<b>\$254.40</b>
<b>PROJECT COST</b>			<b>\$45,466.16</b>
<b>INCENTIVE</b>			<b>\$20,083.00</b>
<b>AFTER INCENTIVE COST</b>			<b>\$25,383.16</b>

YEAR	LOCATIONS	FIXTURES REPLACED	MATERIAL COST	PW LABOR	PROJECT COST	INCENTIVE	AFTER INCENTIVE PROJECT COST
2017	Freeman Road, Automall Drive	47	\$20,883.44	\$1,692.00	\$22,575.44	\$13,344.00	\$9,231.44
2017	Jim Dhamer, Main Street	112	\$41,188.69	\$4,032.00	\$45,220.69	\$30,494.67	\$14,726.02
<b>SUB TOTAL</b>		<b>159</b>	<b>\$62,072.13</b>	<b>\$5,724.00</b>	<b>\$67,796.13</b>	<b>\$43,838.67</b>	<b>\$23,957.46</b>
2018	Sun City Blvd, Countryview Blvd, Industrial Ct, Clanyard Rd, Powers Rd, Regency Pkwy, Haligus Rd	152	\$45,466.16	\$5,436.00	\$50,902.16	\$20,083.00	\$30,819.16
<b>TOTAL</b>		<b>311</b>	<b>\$107,538.29</b>	<b>\$11,160.00</b>	<b>\$118,698.29</b>	<b>\$63,921.67</b>	<b>\$54,776.62</b>

**RESOLUTION APPROVING THE PURCHASE OF LIGHTING MATERIALS  
FOR THE VILLAGE OF HUNTLEY 2018 LED LIGHTING INCENTIVE PROGRAM  
AND WAIVING COMPETITIVE BIDDING**

Resolution (R)2018-06.xx

Steiner Electric

WHEREAS, the Village of Huntley is a home rule unit of local government under the Illinois Constitution, 1970, Article VII, Section 6; and

WHEREAS, the FY2018 Annual Budget includes \$50,000 for the LED Lighting Incentive Program; and

WHEREAS, three (3) quotes were received from electric supply contractors for lighting materials; and

WHEREAS, the lowest responsible quote for the 2018 LED Lighting Incentive Program was Steiner Electric from Crystal Lake, IL at \$45,466.16; and

WHEREAS, the Village has received a reservation letter that reserves \$20,083.00 in incentives from the ComEd Energy Efficiency Program upon project completion; and

WHEREAS, the Village of Huntley has determined that it is in the best interest to accept the proposal from Steiner Electric for the Village of Huntley 2018 LED Lighting Incentive Program.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF HUNTLEY as follows:

SECTION I: The Village Board hereby accepts the quote from Steiner Electric in an amount not to exceed \$50,000.00 for the purchase of lighting materials for the 2018 LED Lighting Incentive Program.

SECTION II: This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

SECTION III: All Resolutions and parts of resolutions in conflict herewith are hereby repealed.

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
Trustee Goldman	_____	_____	_____	_____
Trustee Hoeft	_____	_____	_____	_____
Trustee Kanakaris	_____	_____	_____	_____
Trustee Leopold	_____	_____	_____	_____
Trustee Piwko	_____	_____	_____	_____
Trustee Westberg	_____	_____	_____	_____

PASSED and APPROVED this 14<sup>th</sup> day of June 2018.

APPROVED:

ATTEST:

\_\_\_\_\_  
Village President

\_\_\_\_\_  
Village Clerk

Agenda Item:           **Consideration of an Ordinance Approving an Amendment to Chapter 155: Subdivision Regulations to Modify the Allowed Width of Driveway Approaches**

Department:           **Development Services Department – Planning and Zoning Division**

---

**Introduction**

The proposed text amendment will modify the allowable width of driveway approaches based on the maximum allowed driveway width. The driveway approach is the portion of the driveway within the public right-of-way between the roadway itself and the roadway side of the sidewalk. Currently, Section 155.179(A)(2) of the Subdivision Regulations limit the width of a driveway approach to 20 feet despite a maximum allowed driveway width of 30 feet for a three car garage. This results in a tapered driveway as shown in Exhibit 1. The proposed amendment would allow a wider driveway approach for a home with a three car garage thus eliminating the need to taper the driveway. Exhibit 2 provides an example of a driveway without a taper.

**Staff Analysis**

The current restriction limiting the width of a driveway approach to a maximum of 20 feet was approved in February 2006. Due to the timing of the amendment a mix of driveway approach widths exists within the Northbridge and Lions Chase subdivisions. This has resulted in frustration with some homeowners that would prefer to have the wider driveway approach similar to their neighbors, but cannot due to the current regulations. The proposed amendment would provide consistency in these subdivisions and also allow homeowners in other subdivisions to widen their driveway approach if they have a three car garage.

**Financial Impact**

None.

**Legal Analysis**

None.

**Action Requested**

A motion of the Village Board to Approve an Ordinance Amending Section 155.179(A)(2) of Chapter 155: Subdivision Regulations and Design Criteria to Modify the Allowed Width of Driveway Approaches.

**Exhibits**

- Proposed Amendments to Section 155.179(A)(2)
- Exhibit 1 and 2 – Driveway Width
- Draft Ordinance

## PROPOSED AMENDMENT

(The proposed amendment is noted in red)

### § 155.179 DRIVEWAYS/APPROACHES

(A) (1) Driveways meeting the requirements of this section shall be provided at all locations where vehicular traffic is intended to leave the roadway and move onto private property. The requirements shall also apply to driveways to be constructed in developed areas where the roadway is already in place. Existing curb shall be removed and replaced with a “depressed” curb section where driveways extend through existing curb. The use of curb cutting machines is prohibited. The longitudinal slope of driveways and drive approaches shall be no less than 2% and no more than 8%. Replacement of existing driveways and/or drive approaches is exempt from this requirement. Maximum driveway widths outside the public right-of-way shall be measured at the building setback line in accordance with the following dimensions:

- (a) Single car driveway – 10 feet
- (b) Two car driveway – 20 feet
- (c) Three car driveway – 30 feet

(2) The driveway approach is the portion of the driveway within public right-of-way between the roadway itself (back of curb) and the roadway side of the sidewalk. The approach shall be constructed with a “flare” from the public sidewalk to the roadway at a ratio of 4 to 1 (longitudinal to lateral). See the Village of Huntley standard driveway detail. The width of driveway approaches shall be measured at the property line and shall not exceed ~~20 feet~~ the width of the driveway as allowed by § 155.179(A)(1).



Exhibit 1 - Existing Regulations

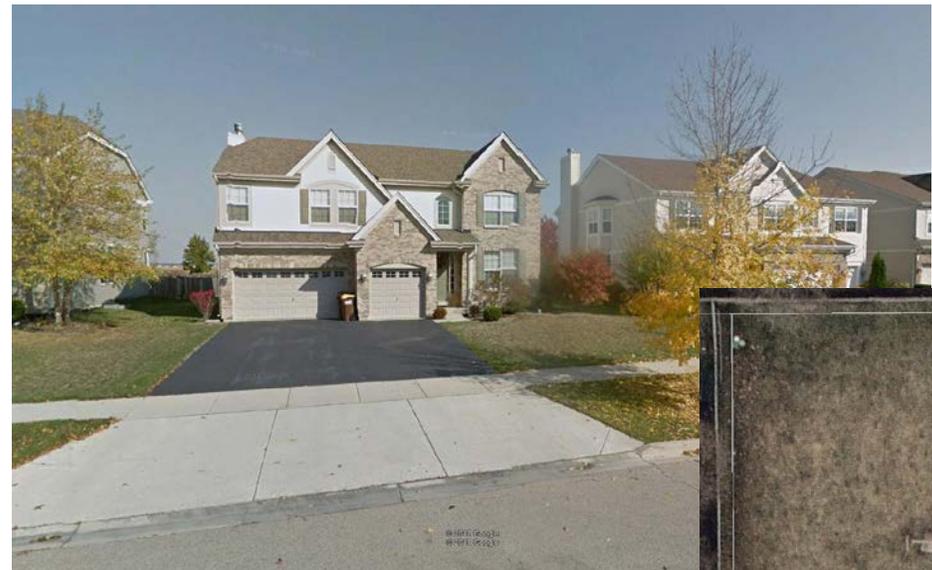


Exhibit 2 - Proposed Amendment



**AN ORDINANCE AMENDING  
TITLE XV: LAND USAGE, CHAPTER 155, SECTION 155.179(A)(2)  
OF THE SUBDIVISION REGULATIONS**

**Village of Huntley  
Ordinance (O) 2018-06.XX**

WHEREAS, the Village of Huntley is a home rule unit of local government under the Illinois Constitution, 1970, Article VII, Section 6; and

WHEREAS, the Subdivision Regulations of the Village regulate the width of driveway approaches; and

WHEREAS, the driveway approach is the portion of the driveway within the public right-of-way between the roadway itself and the roadway side of the sidewalk; and

WHEREAS, the current restriction limiting the width of a driveway approach to a maximum of 20 feet was approved in February 2006; and

WHEREAS, due to the timing of the previous amendment a mix of driveway approach widths exist within the Northbridge and Lions Chase subdivisions; and

WHEREAS, the proposed amendment would provide consistency in the Northbridge and Lions Chase subdivisions and also allow homeowners in other subdivisions with three car garages to widen their driveway approaches.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF HUNTLEY as follows:

SECTION I: Title XV: Land Usage, Chapter 155: Subdivision Regulations, Section 155.179(A)(2) is hereby amended as follows:

(2) The driveway approach is the portion of the driveway within public right-of-way between the roadway itself (back of curb) and the roadway side of the sidewalk. The approach shall be constructed with a “flare” from the public sidewalk to the roadway at a ratio of 4 to 1 (longitudinal to lateral). See the Village of Huntley standard driveway detail. The width of driveway approaches shall be measured at the property line and shall not exceed ~~20 feet~~ the width of the driveway as allowed by § 155.179(A)(1).

SECTION II: All other provisions of the Code of Ordinances of the Village of Huntley, not otherwise in conflict herewith, shall remain in full force and effect.

SECTION III: This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

SECTION IV: All ordinances and parts of ordinances in conflict herewith are hereby repealed.

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
Trustee Goldman	_____	_____	_____	_____
Trustee Hoeft	_____	_____	_____	_____
Trustee Kanakaris	_____	_____	_____	_____
Trustee Leopold	_____	_____	_____	_____
Trustee Piwko	_____	_____	_____	_____
Trustee Westberg	_____	_____	_____	_____

PASSED and APPROVED this 14<sup>th</sup> day of June 2018.

APPROVED:

\_\_\_\_\_  
Village President

ATTEST:

\_\_\_\_\_  
Village Clerk

DRAFT

Agenda Item:           **Consideration - A Resolution Adopting a New Purchasing Manual for the Village of Huntley**

Department:           **Finance**

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**Introduction**

The Purchasing Manual is meant to provide guidelines and directions for the procurement of goods and services. It is a stand-alone document and is not intended to be included with other financial policies reviewed and approved during the annual budget adoption process.

**Staff Analysis**

The Purchasing Manual is designed to be a fluid document and may be amended from time to time to conform to changes in legislation, technology and actual practice. The objective of this new manual is to guide Village staff in the purchasing of goods and services while abiding by both state laws and local ordinances that govern the Village. The new manual replaces the previous version. The goal is to obtain quality goods and services at the lowest possible price. The procedures contained in the manual will assist the Village Manager and Department Heads in procuring necessary goods and materials in a manner that is consistent with the highest standards of public service.

**Strategic Plan Priority**

The 2016-2020 Strategic Plan identifies *Promote Sound Financial Management and Fiscal Sustainability* as a strategic priority.

**Financial Impact**

The Purchasing Manual assists in the process of continuing to maintain a financially stable, sustainable and professional Village Government.

**Legal Analysis**

The Village Attorney has reviewed the manual. Adopting this new Purchasing Manual will have a positive impact on the Village's ability to maintain financial responsibility while complying with applicable laws and regulations.

**Action Requested**

A motion of the Village Board to Approve a Resolution Adopting a New Purchasing Manual for the Village of Huntley.

**Exhibits**

- Purchasing Manual
- Draft Resolution



# **PURCHASING MANUAL**

**Adopted by the Village Board: XXXXXXXX, XX, 2018**

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## **Section I - Overview**

### Introduction/Statement of Policy

The Village of Huntley is governed by both state laws and local ordinances with regards to purchasing policies and procedures. Many of these laws and ordinances have been enacted to conserve tax dollars and to protect the public from fraudulent practices. While laws and ordinances can help to achieve these goals, a higher public purchasing standard must be implemented to protect the public trust. The purchasing policies and procedures of the Village of Huntley have been developed with this standard as the highest priority.

The Village of Huntley has adopted the provision of Illinois Statutes commonly called the “Budget Officer Act” whereby an annual budget is adopted in lieu of an appropriation ordinance. The annual budget includes all Village operating units and is made up of line items for each object of expenditure. When adopted by the Village President and Village Board members, the budget becomes the legal authorization to expend resources for providing Village services. Accordingly, all Village expenditures must be authorized in the approved budget or in a subsequent amendment.

The goal of the Village’s purchasing program is to obtain quality goods and services at the lowest possible price. The purpose of this manual is to establish guidelines to achieve this goal within the philosophy stated above. Therefore, the procedures contained in this manual will assist the Village Manager and Department Heads in procuring necessary goods and materials in a manner that is consistent with the highest standards of public service.

This purchasing manual provides guidelines and directions for the procurement of goods and services. When used with good judgment and common sense, the policies and procedures conveyed within this manual will allow the Village to procure required supplies and services efficiently and economically. All purchasing by the Village will be in accordance with the Municipal Code, Village policy and Illinois law. Village employees are expected to conduct themselves in a manner, which will lead to public confidence in the integrity of the Village’s procurement procedures.

Purchasing activities (specification preparation, bid reviews, telephone quotation solicitation, and requisition preparation) are the responsibility of each department and must be conducted within procedures established by this policy.

It is the responsibility of each department to requisition goods and services in such a way as to allow time for competitive bidding, ordering, and delivery of materials. Exceptions shall be made only on rare occasions, when a true emergency exists.

The Village will make every effort to purchase services, commodities, or materials from vendors located in Huntley if these vendors are competitive in price and quality.

The Village encourages the use of environmentally friendly products. Priority shall be given to these products provided the products are competitive in price and quality.

It shall be the policy of the Village to participate in joint purchasing cooperative such as the State of Illinois joint purchasing program to the extent such program provides an economic advantage to the Village.

This manual is designed to be a fluid document and will be amended from time to time to conform to changes in legislation, technology and actual practice. Employees who need assistance with specific purchasing situations not covered by the Purchasing Manual should contact the Director of Finance.

## **Section II – Purchasing Policies**

### Code of Ethics

All Village personnel engaged in purchasing and related activities shall conduct business matters with the highest level of integrity. Transactions relating to expenditure of public funds require the highest degree of public trust to protect the interests of residents and business owners of the community. Village employees are expected to conduct themselves in the following manner:

1. Ensure that public money is spent efficiently and effectively and in accordance with statutes, regulations, and Village policies.
2. Not accept gifts or favors from current or potential suppliers, which might compromise the integrity of their purchasing function.
3. Specify generic descriptions of goods whenever possible in lieu of brand names when compiling specifications.
4. Never allow purchase orders for similar or like goods or services to be split into smaller orders to avoid required approval or in any manner that would circumvent this Policy or applicable law.
5. Purchase without favor or prejudice.
6. Ensure that all potential suppliers are provided with adequate and identical information upon which to base their proposal or quotation and that any subsequent information is made available to all bidders.
7. Establish and maintain procedures to ensure that fair and equal consideration is given to each proposal or quotation received and selection is based upon the lowest total cost bid from a qualified bidder.
8. Provide a prompt and courteous response to all inquiries from potential or existing suppliers.

It shall be the responsibility of the Village Manager or his/her designee to determine if a violation of this Code of Ethics has occurred and if any disciplinary action is necessary.

**Section II – Purchasing Policies**  
Conflict of Interest Policy

It shall be a breach of ethical standards for any employee or elected official to participate directly or indirectly in the purchasing process when:

1. The employee or elected official is an owner of, or is contemporaneously employed or is an independent contractor by/of a bidder, vendor or contractor involved in the procurement transaction; or
2. The employee or elected official, , or any member of the employee's or elected official's immediate family holds a position, including as an independent contractor, with a bidder, proposer or contractor such as an officer, director, trustee, partner or the like, or is employed in a capacity involving personal and substantial participation in the procurement transaction, or owns or controls an interest in the company; or
3. The employee or elected official, , or any member of the employee's or elected official's immediate family has a financial interest arising from the procurement transaction; or
4. The employee or elected official, , or any member of the employee's or elected official's immediate family is negotiating or is retained as an independent contractor, or has an arrangement concerning, prospective employment with a bidder, vendor or contractor; or
5. The employee or elected official must disclose immediately to his/her manager and/or the Village Manager or his/her designee if the company providing services to the Village is a family member of the current employee(s) or elected official(s).
6. Where any party serving as an independent contractor for the Village of Huntley has any economic interest in another company, contractor or subcontractor who is proposed or contracted to provide services to the Village on a project in which the party is involved, or in which that party has any role in recommending selection of subcontractors, the party shall disclose such interest to the Village in writing, based upon the same standards utilized for Village staff and elected officials as outlined above.

The employee's or elected official's immediate family shall be defined as a spouse, children, parents, brothers and sisters, and any other person living in the same household as the employee.

It shall be the responsibility of the Village Manager or his/her designee to determine if a violation of this Conflict of Interest policy has occurred and if any disciplinary action is warranted for the employee or elected official.

## **Section II – Purchasing Policies**

### **Gifts and Gratuities – Village Guidelines for Accepting**

Village personnel should be aware that offers of gratitude from vendors could be designed to compromise objective judgment in product or service selection. Accordingly, it is Village policy to observe the highest standards of ethics and to shield the employee, the Village and the vendor from any suggestion or appearance of conflict of interest.

No employee shall permit any influence by vendors, which could conflict with the best interest of the Village, or prejudice the Village's reputation. Expenditures of Village funds to vendors shall not by intention personally benefit any person employed with the Village. Employees shall strive to follow the following guidelines:

1. Tangible gifts or gratuities shall not be accepted where their value suggests something more than merely a social gesture. Such gifts should be returned with a statement of Village policy. Promotional or advertising items of nominal value such as key chains, pens, coffee mugs, calendars and holiday candy are acceptable, to the extent permitted by Illinois law. Gifts that are capable of being shared, such as a box of chocolates, shall be shared within the office or section where the recipient works.
2. Association with vendor representatives at business meals or business organization meetings is occasionally necessary and is neither questionable nor unethical, provided the individual keeps himself/herself free of obligation.
3. Personal loans of money or equipment are not to be accepted from a vendor or an individual associated with a vendor doing business with the Village.
4. Corporate discounts from a vendor doing business with the Village are not to be accepted by Village employees

If in any doubt about the propriety of accepting a gift, the matter should be referred to the Department Head who will, if necessary, discuss the matter with the Village Manager or his/her designee.

## **Section II – Purchasing Policies**

### **Approval of Village Purchases**

No employee shall purchase goods or services on behalf of the Village without first seeking approval as required by this policy. All purchases shall require advance approval in accordance with the guidelines described below:

#### Dollar Limits

#### Required Approvals

Under \$500

Supervisor and Department Head

\$501-\$9,999	Supervisor, Department Head and Director of Finance or his/her designee.
\$10,000 - \$19,999	Supervisor, Department Head, Director of Finance or his/her designee and Village Manager or his/her designee
\$20,000 & Above	Department Head, Director of Finance or his/her designee, Village Manager or his/her designee and Village Board.

Approval for purchases shall occur before the purchase is made. No purchase shall be approved or made unless it is within a budgetary allocation or appropriation approved by the Village Board. Any person responsible for approving purchases at any level may delegate his or her approval authority to a designee in the event he or she is unavailable to approve purchases.

The Director of Finance or his/her designee, is responsible for determining if an item is budgeted, if adequate funds are available and if proper purchasing procedures have been followed. The Director of Finance or his/her designee shall also be responsible for reviewing and initialing all purchase orders prior to the order being placed to ensure accurate authorization. If any Village purchase increases the total over \$20,000 for a single project or program for the current fiscal year, the contract must be presented to Village Board for approval prior to the order being placed.

The Village Manager or his/her designee is further authorized to execute and comply with the terms of any insurance settlement agreement or Court Order, provided that any expenditure required therein has been properly budgeted and approved by the Village Board.

**Section II – Purchasing Policies**  
Signing of Contracts

All contracts exceeding \$20,000 must be approved by the Village Board, and signed and executed by the Village President. All contracts below \$20,000 must be signed and executed by the Village Manager or his or her designee. It must be remembered that a contract is a legal document and must follow a prescribed procedure for implementation.

All contracts, to be valid, must be signed by an authorized representative of the company to supply the services and an authorized representative of the Village. The Village Manager or his/her designee, or such other person as may be authorized by the Village Board, may enter into a contract for the Village, provided that all required approvals and applicable procedures (such as formal bidding, bid waivers, and quotations) have been met. A copy of the contract is to be immediately forwarded to the Village Manager’s Office and Director of Finance or his/her designee, after being executed.

**Section III – Competitive Quotes and Exceptions to the Policy**  
General Policy for Soliciting Quotes

Employees are responsible for obtaining quotes or formal bids for purchases in the instances outlined below. When submitting a purchase requisition prior to purchase, all quotes shall be attached to the requisition. These requisitions will follow the workflow set up in the Village's New World software program for review and approval. The limits shall include all costs involved with a purchase, including shipping, installation, etc. Requisitions submitted without the required quotes or a satisfactory explanation of why quotes were not obtained (e.g. sole source, emergency, standardized vendor, etc.) will be returned to the originator without approval.

Up to \$5,000

Day-to-day purchasing may be done without obtaining three written quotes. A purchase request is required for all purchases above \$500 and the responsibility still exists for making the most economical purchases. Price checks and surveys must be made from time to time to ensure that the price being paid is the best price available and that the quality is the best that is required.

\$5,001 - \$19,999

Three (3) written quotes. The quotes must be listed in the purchase order as well as attached. Original copies shall be obtained and retained in the department's files for auditing purposes.

\$20,000 & Above

Must be competitively bid where required in accordance with State law and Village ordinances. Village Board approval is required for all contracts and purchases above \$20,000. For projects requiring competitive bidding, if circumstances do not permit competitive bidding (e.g. sole source provider), the Village Board may waive competitive bidding by a two-thirds vote of the corporate authorities.

Items purchased more than once during a fiscal year (e.g. forms, copier supplies, etc.) do not need quotes every time a purchase is made. However, competitive quotes for these items shall be sought at least once each year to ensure that vendors are competitive. With that information, a vendor list will be developed annually for purchasing assistance to ensure all Departments are gaining from this competitive pricing.

**Section III – Competitive Quotes and Exceptions to the Policy**  
Joint Purchasing

State of Illinois and other Joint Purchasing Options

The State of Illinois Purchasing Program develops specifications, conducts bid processes, makes awards, creates contracts and publishes contracts on the Illinois Procurement Bulletin. When available through the State program, Village employees may consult with the Village Manager or his/her designee to enter into purchases for these items. However, employees shall be responsible for ensuring that the goods or services are of a quality sufficient to meet the Village's needs and that pricing is competitive. Other joint purchasing options include but are not limited to the Municipal Partnership

Initiative (MPI), National Joint Powers Alliance (Sourcewell), Northern Illinois Purchasing Cooperative, and the Suburban Purchasing Cooperative.

### Other Units of Government

Periodic checks of what other municipalities are paying can confirm whether the Village is receiving a good price. If a neighboring municipality is contemplating the bidding of a particular item, which is also to be bid by the Village of Huntley, the joining of the two municipalities could result in a lower price. The Village Manager or his/her designee should be consulted before entering into any purchases for these items.

### **Section III – Competitive Quotes and Exceptions to the Policy** Sole Source Purchases

Purchases or contracts whose estimated cost is in excess of \$5,000 shall not require written quotes or competitive bidding if the Village Manager determines that one or more of the following applies; provided, however, that for contracts in excess of \$20,000 that are required to be competitively bid by State law or Village ordinance, competitive bidding may only be waived by a two-thirds vote of the Village Board:

1. Purchases which may only be made from a single source; or
2. Purchases for additions to and repairs and maintenance of personal property owned by the Village which may be more efficiently added to, repaired or maintained by a specific vendor; or
3. Purchases of personal property which are compatible with the existing equipment or systems owned by the Village; or
4. Purchases which can be made at a public auction, close-out sale, bankruptcy sale or other similar sale at a cost below the market cost in the community; or
5. Purchases where an emergency immediately affects the public health, safety or welfare if authorized by the Department Head and Village Manager or his/her designee. Upon cessation of the emergency, the Department Head and Village Manager or his/her designee shall inform the corporate authorities by a full written account of the contracts entered into or purchases made pursuant to this subsection; or
6. Contracts for the services of individuals possessing a high degree of professional skill; or
7. Contracts for the printing of bonds, tax warrants and other evidences of indebtedness; or
8. Purchases, which because of the unique characteristics of the personal property or the needs of the Village are not susceptible to competitive bidding; or

9. Contracts with options to renew for additional periods of time at a fixed price.

### **Section III – Competitive Quotes and Exceptions to the Policy** Emergency Purchases Policy

Emergencies are defined as events that could not have been foreseen where immediate action is necessary to safeguard the public's health and safety. In the event of an emergency affecting the public health and safety, the Department Head and Village Manager or his/her designee may authorize a vendor to perform work necessary to resolve such emergency without multiple quotes or formal bid solicitation.

If an "emergency" has been declared by the Village Manager or his/her designee and/or Village President, the following guidelines will be observed:

1. All emergency purchases up to \$9,999 in estimated cost can be consummated by employees designated to purchase by their Department Head, with verbal approval of the Director of Finance or his/her designee.
2. Those emergency purchases with an estimated cost of \$10,000 to \$19,999 for goods and services require the verbal approval of the Village Manager or his/her designee prior to expenditure. Purchases for \$20,000 and above for goods and services require the verbal approval of the Village Manager or his/her designee and notification to the Village Board as soon as practical. All emergency purchases involving expenditures of \$20,000 or more must be presented to the Village Board for ratification at the next scheduled Village Board meeting.
3. Documentation of the verbal approval from the Village Manager or his/her designee is required by either a voicemail or email. This documentation must be printed and attached to the requisition and submitted to the Finance Department for development of the purchase order.
4. A purchase order must be completed for purchases greater than \$500. All purchase orders and receipts related to the emergency must be noted so.

### **Section III – Competitive Quotes and Exceptions to the Policy** Request for Qualifications

A Request for Qualification (RFQ) can be used as a pre-qualification stage of the procurement process. Only those respondents who successfully respond to the RFQ and meet the qualification criteria will be included in subsequent Requests for Proposals (RFP) solicitation process. This two-stage approach can both streamline the solicitation process and assist in gathering information about candidates for future use.

**Section III – Competitive Quotes and Exceptions to the Policy**  
Request for Professional Services

Certain professional service contracts and agreements may be accomplished through requests for professional services which are considered by the Village to be those which, by their nature, are not adapted to award by competitive bidding, including where the Village has an existing and satisfactory relationship with a firm, contractually present or not. This would include such services as auditing, engineering, planning, legal, appraising, architectural, medical, psychological, marketing, risk management, bond issuance, and similar type services of individuals possessing a high degree of professional skill where the ability of the individual plays an important role. These contracts or agreements may be entered into without formal bidding with the approval of the Village Manager or his/her designee for amounts up to \$19,999 per year. The Village Board must specifically approve any contract in excess of \$19,999 per year.

**Section III – Competitive Quotes and Exceptions to the Policy**  
Service Contracts

The purposes of service contracts are varied and may be entered into without obtaining quotes or formal bids to the extent such requirements are waived in accordance with this policy. If bids are waived, a contract may be entered into through negotiation or acceptance of a proposal from a qualified vendor who wishes to supply the service.

It must be remembered that a contract is a legal document and must follow a prescribed procedure for implementation.

All contracts, to be valid, must be signed by an authorized representative of the company to supply the services and an authorized representative of the Village. The Village Manager or his/her designee, or such other person as may be authorized by the Village Board members, may enter into a contract for the Village, provided that all required approvals and applicable procedures (such as formal bidding, bid waivers, and quotations) have been met.

A non-expiring contract may be entered into in the same manner as a contract with an expiration date provided that a clause is inserted into the contract allowing the Village to terminate the contract within 30 to 90 days upon proper notification by the Village to the vendor to do so.

All contracts must have their terms, such as dates and fees, defined. Procedures for applying for cost overruns of the contract must be specifically spelled out.

Once a contract has been approved, or annually for multi-year contracts, the contract will be entered in by the Department responsible for monitoring and maintaining the contract specifications into the contract ERP module and tied to a blanket purchase order for the amount of this contract for tracking purposes.

The vendor must agree to protect, indemnify, hold and save harmless and defend the Village of Huntley against any and all claims, costs, actions and expenses, including but not limited to attorney's fees incurred by reason of a lawsuit or claim for compensation arising in favor of any person, including the employees or officers or independent contractors or subcontractors of the

first and second parties, on account of personal injuries or death, or damages to property occurring, growing out of, incident to, or resulting directly or indirectly from the performance by the vendor hereunder, whether such loss, damage, injury or liability is contributed to by the negligence of the Village of Huntley whether latent or patent, or from causes whatsoever, except that the vendor shall have no liability or damages or the costs incident thereto caused by the sole negligence of the Village of Huntley. Only the Village Manager or Village Board has the ability to waive strict compliance with those requirements, where deemed to be in the best interest of the Village.

The vendor must agree to keep in force, to the satisfaction of the Village of Huntley, at all times during the performance of the work referred to above, Commercial General Liability Insurance and Automobile Liability Insurance with Bodily Injury limits of not less than \$1,000,000 and Property Damage Insurance with limits of not less than \$1,000,000 must be maintained. The vendor agrees that at any time upon the demand of the Village of Huntley proof of such insurance coverage will be submitted to the Director of Finance or his/her designee. There shall be no additional charge for said insurance to the Village of Huntley. The Director of Finance or his/her designee shall review the required insurance specifications annually and adjust when necessary.

### **Section III – Competitive Quotes and Exceptions to the Policy** Waiver of Competitive Bidding

In certain circumstances, a Department Head may believe that the best interests of the Village would be served by a purchase from one particular vendor despite the amount of the purchase being in excess of \$5,000. In this instance, the request must include adequate justification and be forwarded to the Village Manager or his/her designee. After review and concurrence, if the request relates to a purchase in excess of \$19,999, it shall be forwarded to the Village Board for final consideration.

### **Section III – Competitive Quotes and Exceptions to the Policy** Local Vendors

When securing price quotations, Department Heads shall, to the extent practicable, solicit quotations from qualified vendors located in the Village of Huntley. No price preference will be given to local businesses; however, if everything else is equal between two or more possible vendors, the Village shall make every effort to choose the Huntley-based vendors. Local vendor preference cannot be used if using federal funds for the project.

### **Section IV – The Bidding Process** Bidding Procedures

Formal bids in accordance with State Statute 65 ILCS 5/8-9-1 will be required for contracts in excess of \$20,000 unless competitive bidding is waived by a two-thirds vote of the Village Board. Having recognized the need for formal bid letting, the Village of Huntley's Policy for Bid Submittals should be followed. **(Appendix A)**

**Section V – Purchasing Procedures**  
Regular Purchase Orders

A purchase order must be prepared for the following purchases:

1. Any purchase of goods or services of over \$500
2. Any purchase from a source determined by a formal bid, bid waiver, or formal quotation
3. All contracts should be entered in to the ERP Contract Module annually or at the time of approval and tied to a blanket Purchase Order for the amount of the contract.

All purchase orders must have the price of goods stated along with an easily understood explanation of the item or service being purchased. If it is absolutely impossible to list the exact price, an estimate price may be used with the letters, “EST” placed above the price. Freight charges should be included on the purchase order or must be noted, “Includes Freight”.

**Section V – Purchasing Procedures**  
Blanket Purchase Orders

Blanket purchase orders can be used for repetitive purchases from certain vendors. If the Village has entered into a contract with a Vendor then a Blanket purchase may be issued for each fiscal year of that contract. Departments should follow standard purchase order procedures.

Blanket purchase orders can also be issued for goods needed quickly where the Village chooses not to hold inventory in stock such as water meters or large amounts of road salt. These purchase orders can be done for a not to exceed amount equal to the budget each year.

In the event any of the above purchase orders exceed \$20,000, Board approval must be received prior to the order or payment being made with the exception of Fuel or an emergency. Due to the speculative nature of fuel purchases and an ever-increasing volatile market, the Village Manager working in coordination with the Public Works Director will be authorized to make purchases in excess of \$20,000 in order to secure fuel at the best possible price for the Village of Huntley, provided that any fuel purchases in excess of \$20,000 shall be presented to the Village Board for ratification as soon as practicable.

A purchase order form must be approved by the following before initiating any purchase:

<u>Dollar Limits</u>	<u>Required Approvals</u>
Under \$10,000	Supervisor, Department Head and Director of Finance or his/her designee
\$10,000 - \$19,999	Supervisor, Department Head, Director of Finance or his/her designee and Village Manager or his/her designee
\$20,000 & Above	Department Head, Director of Finance or his/her designee, Village Manager or his/her designee and Village Board

**Section V – Purchasing Procedures**  
Issuance of Purchase Orders

Purchase orders shall be requested by each Village department for purchases of all materials, supplies, equipment, and services in excess of \$500 with the exception of those previously identified by submitting a requisition for each service for each vendor. The requisition must include all three (3) bids or quotes (if required), approved resolution (if required), signed contract and appropriate approval levels. A final purchase order shall be prepared by the Director of Finance or his/her designee after the purchase requisition has been reviewed. The review process includes verifying funds availability, appropriate approval levels are met, required attachments are present and purchasing procedures are met. In the event of emergency purchases where goods or services have already been received, the purchase order should be marked “Confirmation.”

After the goods or services have been received, the Department Head or his/her designee will verify the order and the unit price authorized and the invoice will be processed for approval and payment.

**Section V – Purchasing Procedures**  
New Vendors

New vendors will be required to provide a W-9 to the Finance Department.

**Section V – Purchasing Procedures**  
Manual Checks

Manual checks are interim checks issued to vendors as payments for goods delivered or services performed. The checks are issued between normal accounts payable cycles when an emergency or other extenuating circumstance as determined by the Director of Finance or his/her designee and makes it impractical or unreasonable to process the payment following normal payment methods. Manual checks are labor intensive and time consuming to issue; therefore, their use as a method of payment shall be restricted to unique or special circumstances.

All requests for manual checks must include an explanation as to the need for the check from the Department Head. If an invoice is not available, the request will need to include the vendor’s name and address, the general ledger number against which it is being charged, and a description of the item purchased. All manual checks must be approved by the Director of Finance or his/her designee.

**Section V – Purchasing Procedures**  
Credit Card Policy (**Appendix B**)

**Section V – Purchasing Procedures**  
Petty Cash

Petty Cash funds are established to pay for infrequent purchases that are under \$50.00 and require immediate payment. Tolls, parking, filing costs, etc. are traditional expenses that fall into

this category. Department Heads must approve the Petty Cash reimbursement vouchers. Petty Cash funds have been established in the Finance Department.

Director of Finance or his/her designee will conduct quarterly audits of the Petty Cash funds.

No department may establish a Petty Cash fund without the express consent of the Director of Finance or his/her designee.

### **Section VI – Miscellaneous Purchasing Policies and Guidelines**

#### **Declaration of Items as Surplus**

The Village Manager shall have the authority to declare as surplus any items owned by the Village with an estimated value under \$20,000 and sell or dispose of such items. Items with an estimated value of \$20,000 or greater must first be declared as surplus by the Village Board prior to sale or disposal.

### **Section VI – Miscellaneous Purchasing Policies and Guidelines**

#### **Use of Sales Tax Exemption Number**

Village purchases are not subject to sales tax; therefore, employees shall make efforts to inform vendors of the Village's tax-exempt status and to ensure that sales tax is not paid for purchases made with petty cash or credit cards. Employees shall provide vendors with a sales tax exemption form upon request by Finance Department.

Use of the Village's sales tax exemption number is restricted to purchases made on behalf of the Village. State law prohibits use of the Village's sales tax exemption number for personal reasons. Purchases where sales tax is charged will be the responsibility of the Department Head to work with the vendor on issuing a credit.

### **Section VI – Miscellaneous Purchasing Policies and Guidelines**

#### **Use of Outside Contractors or Vendors**

Illinois Department of Revenue regulations allow contractors to use the Village's sales tax exemption number to purchase materials used in construction of public improvements, which will be eventually dedicated to the Village. Use of the exemption number is limited to purchases directly related to work being done on behalf of the Village. Contractors are responsible for any tax due on purchases determined to be non-exempt and for purchases not made on the Village's behalf.

Requests by contractors for the Village's sales tax exemption number shall be forwarded to the Director of Finance or his/her designee. In order to obtain the number, the contractor shall be required to complete and submit to the Village a sales tax exemption authorization request, which includes the supplier's location and a list of materials to be purchased. After the proper request has been received, the Village will provide the contractor with a sales tax exemption certificate.

**Section VI – Miscellaneous Purchasing Policies and Guidelines**  
Equal Opportunity

When applicable, contractors shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended, and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A). Furthermore, the Contractor shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended.



## **VILLAGE OF HUNTLEY**

### **EMERGENCY / NON - EMERGENCY PURCHASING POLICY**

#### **THE POLICY**

The Village of Huntley hereby establishes, by Ordinance, procedures regarding equipment, material and service purchases in accordance with 1996 Compiled Illinois Statutes, Chapter 65, 5/8 -9-1 Letting Contracts. The procedures are established as follows:

- Purchase for the equipment and materials for the operation of all Village Departments require the approval of the Village Manager, Finance Director or duly authorized agent.
- Items purchased shall be of a quality to meet the specific need required.
- Under no circumstance will purchases be made from any employee of the Village, nor shall any purchase be made from vendors of which an employee has a financial interest directly or indirectly.

## **THE PURCHASE REQUISITION**

The purchase requisition serves to inform the Finance Director of the intention to purchase material, services and/or equipment. All requisitions require the name and pricing from each vendor contacted.

Requisitions are to be approved by the respective Department Head or designee and submitted to the Finance Director. All requisitions are required to be approved by the Finance Director or designee prior to processing.

## **BLANKET PURCHASE REQUISITIONS**

Blanket purchase requisitions are issued to vendors with whom the Village conducts business on a regular basis. No purchase in excess of \$50 may be made under the authority of a Blanket Purchase Order unless the Blanket states differently. Blanket purchase orders for materials and supplies will be approved by the Finance Director and issued annually. Each requisition for a blanket order will include the maximum amount that may be purchased and the employees authorized to purchase using the Order. Appropriate partial receiving reports and receipt tickets will be forwarded to the Finance Department monthly.

## **EMERGENCY PURCHASES**

Any emergency purchase order must have the approval of Village Manager, Finance Director or designee before a purchase is made.

## **PETTY CASH FUND**

In order to conduct the daily business of the Village in an orderly and timely fashion a petty cash fund is established in the amount of \$400.

**PETTY CASH DISBURSEMENTS**

Petty cash disbursements may be issued with the authorization of the Department Head and the approval of the Finance Director in an amount not exceeding \$50.

**CASH ADVANCES FOR TRAINING CONFERENCES / MEETINGS**

When required, advances will be made for travel and training expenses. An advance will only be made after the approval of the Village Manager and Finance Director. All travel expense advances must be closed within five days after return and the completion of the actual expense report.

**PURCHASING AUTHORITY**

The Village of Huntley Purchasing Authority for equipment, materials and services will conform and follow the Illinois Compiled Statute 5/8 -9-1 Letting of contract regulations for Public Works projects. The Village Manager, for information purposes, will provide a status report to the Village Board every two weeks that will provide a list of the purchases adhering to the procedures stated below.

Village Purchasing will be governed by the following procedures:

**AMOUNT**

**PROCEDURE**

**\$0 - \$500**

**A Purchase Requisition is required to be submitted by the Department Head to the Finance Department for processing. Once the Requisition is approved by the Village Manager, Finance Director or designee, the Department Head will receive a copy of the purchase order authorizing the purchase. No purchases can be made without prior authorization.**

**\$501 - \$9,999**      **A minimum of three written quotes are required to be submitted by the Department Head with the Requisition. Once the Requisition is approved, the Department Head will receive a copy of the Purchase Order authorizing the purchase.**

**\$10,000 +**      **Purchases are to be made using the State Bid process for all items available under the Joint Purchasing Program with the State.**

**PROCEDURE FOR FORMAL BID PROCESS  
(FOR PUBLIC WORKS PROJECTS)**

Formal bids in accordance with Illinois Compiled Statutes Section 5/8 9-1 Letting Contracts for amounts exceeding \$20,000. The following minimum procedures are required to be followed:

- Notice for Bids shall be published in a newspaper of general local circulation throughout the Village. The notice shall include a general description of the equipment, material or service, the time, date and place of bid opening and shall designate where bids can be obtained.
- Technical specifications shall state the minimum standards acceptable to the Village prepared by the Department Head. Bid specifications should be accompanied by a proposal form that must be utilized by all bidders.
- Opening of Bids are opened at the Village Hall on the date specified at the time noticed.
- All bids will be tabulated by the Village staff and presented to the Village Board for consideration in awarding the bid. Bids will be awarded in accordance with Compiled Illinois Statutes Section 5/8 9-1 Letting Contracts.

## **PAYMENT OF INVOICES**

The Village Policy is as follows:

- Bills will be approved for payment at the regular Village Board meetings twice a month.
- Prior to approval at the Village Board meeting, invoices are received by the Finance Assistant and matched with the appropriate receiving report before payment (See Accounts Payable Procedures for detailed process).
- Finance Director and the Village Manager, review the Bill List one week prior to the scheduled Village Board Meeting. The Bill List incorporates three reports. 1) Invoices for payment, 2) Manual checks approved and released prior to meeting, 3) Petty Cash disbursements approved and released prior to the scheduled board meeting.
- Invoices/payments authorized for Manual Check processing are: Compliance Bond refunds, Payroll Checks, Federal and State Taxes, Insurance's and other checks as necessary to avoid late fees, penalties and deadlines.
- The Bill List is approved by the Village Board. Subsequent to the Board's approval the checks are then released for payment. The payment of all bills as authorized by the Village Board shall be the responsibility of the Village Manager and the Director of Finance, or stated designee.

## VILLAGE OF HUNTLEY, IL INSTRUCTIONS FOR SUBMITTING BIDS

### *General Rules and Conditions*

The general rules and conditions, which follow, apply to all bids and proposals requested and accepted by the Village of Huntley unless otherwise specified. Bidders and/or their authorized representatives are expected to familiarize themselves fully with the conditions, requirements and specifications as reflected in the bid/proposal documents before submittal to the Village. A submittal to the Village implies that the bidder/vendor is familiar with, and intends to comply with all conditions unless otherwise noted.

### *Compliance with Law*

- 1) The bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of federal, state, county and village governments and/or any other local governing agencies which may in any manner affect the preparation of proposals or the performance of the contract.
- 2) All merchandise or commodities must conform to all standards and regulations as set forth under the Occupational Safety Hazards Act (O.S.H.A.)
- 3) In accordance with the Prevailing Wage Act, 820 ILCS 130.0.01 *et seq.*, not less than the prevailing rate of wages for similar work in the locality in which the work is to be performed shall be paid to all laborers for all covered work. A copy of the Village's ordinance ascertaining the prevailing rate of wages, in effect as of the date the invitation to bid is issued is included in the bid package. If the Illinois Department of Labor revises the prevailing rate of hourly wages to be paid, then the revised rate shall apply to the contract.

### *Forms*

Official Village of Huntley bid forms are attached to this document. **All bids must be submitted on the forms provided, complete and intact, properly signed in ink in the proper spaces by the bidder or the bidder's authorized officer or agent and submitted in a sealed envelope.**

### *Receipt of Bids*

The Village of Huntley will receive sealed bids for **Name of Project** until **Time** on **Date**. Bids shall be addressed to the Village Clerk, 10987 Main Street, Huntley, IL 60142. Each bid is to be sealed and clearly identified on the outside of the envelope as "**Name of Project**".

### *Opening of Bids*

All bids received on or before **Time, Date**, will be publicly opened and read aloud at **Time** at the Village of Huntley Municipal Complex, 10987 Main Street, Huntley, IL. At the precise time set for bid opening, bids will legally be made public. Bidders or their representatives are encouraged to attend the bid opening.

***Bid Guarantee Required***

A certified check, cashier's check or bid bond made payable to the Village of Huntley in the amount equal to five (5%) percent of the total base bid must accompany each bid proposal. This is to guarantee that, if the proposal is accepted a contract will be entered into and the performance of the contract is properly secured. In addition, the successful bidder must furnish a performance bond in an amount equal to 100% of the amount of the total base bid for the faithful performance of the contract.

***Late Bids***

Formal bids that are received after the specified bid opening time will not be considered and will be returned unopened. The Village Clerk, whose duty is to receive proposals, will decide when the specified time has arrived, and no proposal received thereafter will be considered.

***Withdrawal of Bids***

A written request for withdrawal is required to withdraw a bid. It must be received prior to the bid opening. After the bid opening, a bid becomes a legal document and an integral part of the bid and may not be withdrawn. Requests to withdraw a bid after bid opening – a bid are to be directed to the Village Clerk at 847-515-5261 and confirmed in writing by the bidder.

***Bids by Fax or E-mail***

Bids must be submitted on the original forms provided by the Village, intact as issued. Bids received via facsimile or e-mail will not be accepted, nor will the Village transmit proposal documents to prospective bidders via a facsimile machine, ~~or~~ via e-mail, or other digital format or on-line unless otherwise specified.

***Mistake in Bid and Bid Changes***

No bid may be modified after submittal; however, if an error is made in extending a total price, the unit price will govern. The bidder must initial erasures or any changes on the bid form.

***Bid Binding***

Unless otherwise specified, all bids are firm offers to enter into a contract and shall be binding for thirty (30) working days following the bid opening date. No bid shall be deemed rejected until a final contract is executed by the Village and the successful bidder.

***Changes in Specification/Bid Documents***

The Village, in the specifications/bid documents, may make changes or corrections after they have been issued and before bids are received. In such case, the Village will issue a written addendum describing the change or correction to all bidders of record. Such addendum or addenda shall take precedence over that portion of the documents concerned, and shall become part of the specification/bid documents. Except in unusual cases, addenda will be issued to reach the bidders at least four (4) days prior to date established for receipt of bids.

***Bid Attachments***

Bidders may attach to the bid form any descriptive material necessary to fully describe the work he proposes to furnish.

***Bidder's Competence***

All bidders shall attach a list of current references to their bid form. In addition, the Village reserves the right to require from any bidder additional information regarding the bidder's experience, facilities or equipment, insurance coverage, or financial resources available to perform the work or fulfill a bid specification.

***Award or Rejection of Bids***

The Village intends to award a contract only to a bidder that furnishes satisfactory evidence that it has the requisite experience, ability, capital, facilities, and personnel to enable it to perform the work successfully in accordance with the bid specifications. The final selection of the successful bidder shall be made on the basis of the amount of the bidder's price proposal and qualifications, including the Village's prior experience with bidders, the Village's knowledge of bidders' performance on other relevant projects, any additional information submitted by bidders regarding qualifications, and all other relevant facts or matters set forth in the bid specifications or that the Village may legally consider in making its determination. The Village reserves the right to accept the bidder's proposal that is, in the Village's judgment, the best and most favorable to the Village's interests and the public.

The bidder acknowledges the rights of the Village to reject the low price proposal; to reject any or all bids; to waive informalities or irregularities in any bid received; to accept and incorporate corrections, clarifications, or modifications following the opening of bid proposals when to do so would not, in the Village's opinion, prejudice the bidding process or create any improper advantage to any bidder; and to award each item to different bidders or all items to a single bidder (to accept, split, and or reject part(s) or any or all bids). In addition, the bidder recognizes the right of the Village to reject a bid if the bidder failed to furnish any required bid security or to submit the data required by the bidding documents, or if the bid is in any way incomplete or irregular, or if the Village otherwise determines that the bidder is unqualified. The Village shall be the sole judge of compliance with the bid specifications and reserves the right to accept or reject any and/or all bids or parts thereof.

***Prices***

The bidders' price proposals shall include the cost of completing all work described in the bid specifications, including the cost of obtaining all permits, licenses, and other approvals or authorizations that may be required by law for performance of the work. It shall be the responsibility of the successful bidder to determine the required permits, licenses, and other approvals or authorizations, and no extra compensation shall be paid by the Village for such costs, whether or not included in the bidder's price proposal.

On all items for which price proposals are made on a unit price basis, each bidder shall state the unit price for such item and make its own estimate of the unit quantities required to complete the work for purposes of the contract price proposal. Any unit quantities stated in the bid specifications are estimates for the Village's convenience in comparing bids and shall not be relied upon by bidders. Unit prices shall include all packing, crating, freight and shipping charges, and cost of unloading at the destination unless otherwise

stated in the bid submittal. Cash discounts will not be considered in determining overall price, but may be used in the Village's overall evaluation of the bid.

***Tax – Exempt Status***

Unit prices shall not include any local, state, or federal taxes. The Village is exempt by law from paying State or Local Retailer's Occupation Tax, State Service Occupation and Use Tax and Federal Excise Tax. If needed, the Village shall supply the successful bidder with its tax exemption number. The use of the tax-exempt number will be authorized by written request to the Director of Finance.

***Execution of Contract***

Notification in writing by the Village to the successful bidder shall be deemed a final contract award. Unless otherwise specified in the notice of award issued by the Village, the successful bidder shall execute the contract in the form required by the bid specifications and provide all bonds, insurance certificates, and other documentation or information required by the bid documents within ten days after receipt of the notice of award. The bid submittal form, as submitted and signed by the bidder and the proposed specifications contained herein shall be deemed included in the final contract. Unless it is specifically stated otherwise on the bid submittal, the bid will be awarded to, or placed with, and payment made to the person or company that signs the bid submittal.

***Removal or Suspension of Bidders***

The Village of Huntley may remove or suspend any bidder from bidding on Village business for a specified period not to exceed one (1) year. The bidder/vendor may be given notice of such removal or suspension if:

- 1) Services performed do not comply with specifications of contract with the vendor;
- 2) Work is not done within the contract's specified time;
- 3) An offer is not kept firm for the length of time specified in the contract;
- 4) Contractor/Vendor fails to provide performance bond when required by invitation to bid;
- 5) Contractor/Vendor is found guilty of collusion;
- 6) Bankruptcy or other evidence of insolvency is found; ~~or~~
- 7) An employee or an immediate family member of an employee of the vendor currently serves in any elected or appointed capacity with the Village of Huntley and is financially involved in the proposed work; or
- 7)8) Any other circumstances the Village deems to be not in the best interest of the Village and the residents of Huntley-

***To Rescind a Removal or Suspension***

The bidder may submit a written explanation of the circumstances, which caused the removal or suspension, or may prove that circumstances have been corrected. On the basis of such explanation, the Village of Huntley may modify or rescind the removal or suspension.

***Hold Harmless Agreement***

All bidders must sign and notarize the attached Hold Harmless Agreement.

***Fair Employment Practices Affidavit of Compliance***

During the performance of a contract and/or in the act of supplying materials, supplies, and equipment to the Village, the bidder must be in full compliance with all provisions of the Acts of the General Assembly of the State of Illinois relating to employment, including equal opportunity requirements. All bidders must sign and notarize the attached Fair Employment Practices Document.

***Anti-Collusion Affidavit of Compliance***

All bidders must sign and notarize the attached Anti-Collusion Compliance Document.

***Insurance***

All bids shall be accompanied by a certification that the bidder can provide to the Village certificates of insurance meeting the following minimum requirements prior to beginning the work:

(a) Comprehensive General Liability Insurance in the amount of \$1,000,000 each occurrence and in the aggregate for bodily injury, sickness, disease or death as protection for any and all claims by anyone, including subcontractors or employees, which may arise out of or result from the contractor's work or by anyone for whose acts the contractor may be liable.

(b) Worker's Compensation. Workers' Compensation Insurance in accordance with the laws of the state with jurisdiction and employers' liability insurance in an amount not less than \$500,000.

(c) Automobile Liability.

1. \$1,000,000 - Bodily Injury and Property Damage (Combined Single Limit).
2. Coverage shall include hired and non-owned automobiles.

(d) Umbrella Liability. Umbrella Liability coverage in an amount not less than \$3,000,000. Such coverage shall include, but not be limited to, excess coverage for the Workers' Compensation, General Liability, and Automobile Liability policies.

(e) Property Insurance in the amount of the estimated cost of improvements as well as subsequent modifications thereto for the entire work at the site on a replacement cost basis. This insurance shall include interests of the contractor, the Village of Huntley, agents or consultants of the village, their officers, employees, and agents; and contractors as additional insured.

(f) The contractor shall not commence work until certificates of insurance showing all insurance coverages required, signed by the insurance companies or their authorized agents, have been filed with both the Village and its engineers. Each certificate shall provide that coverage shall not be terminated or reduced without 30 days advance written notice to the Village and its engineers. The certificates shall name the Village and its engineers as additional insureds.

(g) The required policies of insurance shall:

- (1) With respect to comprehensive general liability insurance, include as additional insured, the Village and the Village Engineer, all of whom shall be listed by name as additional insured, and include coverage for the respective officers and employees of all such additional insureds;

- (2) Remain in effect at least until final payment and at all times thereafter when the contractor may be correcting, removing or replacing defective work in accordance with this chapter, and
- (3) With respect to completed operations insurance, shall remain in effect for at least two years after final payment (and the contractor shall furnish the Village and any other additional insured to whom an insurance policy has been furnished, evidence satisfactory to the Village and any such additional insured of continuation of such insurance at final payment and two years thereafter).

**VILLAGE OF HUNTLEY FAIR EMPLOYMENT PRACTICES  
AFFIDAVIT OF COMPLIANCE**

*Note: This affidavit must be executed and submitted with the signed bid form. The Board of Trustees of the Village of Huntley will accept no bids unless said affidavit is submitted concurrently with the bid.*

\_\_\_\_\_

being first duly sworn, deposes and says that he is the

\_\_\_\_\_ of \_\_\_\_\_  
(Title or Officer)

and that he has authority to make the following affidavit; that he has knowledge of the Village of Huntley ordinance relating to Fair Employment Practices and knows and understands the contents thereof;

that he certifies hereby that it is the policy of \_\_\_\_\_  
(Name of Company)

to recruit, hire, train, upgrade, promote and discipline its employees without regard to race, creed, color, religion, age, sex or physical or mental handicap; and that the company has and enforces policies which prohibit sexual harassment in the workplace.

\_\_\_\_\_  
(Signature)

SUBSCRIBED and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

**VILLAGE OF HUNTLEY  
ANTI-COLLUSION AFFIDAVIT OF COMPLIANCE**

\_\_\_\_\_, being first duly sworn, deposes and says:

that he/she is \_\_\_\_\_ of \_\_\_\_\_, and  
(Partner, Officer, etc.) (Bidder)

that he/she is authorized to sign this affidavit on behalf of the party making the foregoing proposal or bid; that such bid is genuine and not collusive, or a sham; that said bidder has not colluded, conspired, connived or agreed directly or indirectly, with any bidder, or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any person, to fix the bid price element of said bid, or of that of any other bidder, or to secure any advantages against any other bidder or any person interested in the proposed contract.

\_\_\_\_\_  
(Name of Bidder if Bidder is an Individual)  
(Name of Partner if Bidder is a Partnership)  
(Name of Officer if Bidder is a Corporation)

The above statements must be subscribed and sworn to before a notary public.

Subscribed and sworn to this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

By: \_\_\_\_\_

**VILLAGE OF HUNTLEY**  
**-INDEMNITY HOLD HARMLESS PROVISION**

To the fullest extent permitted by law, the bidder hereby agrees to defend, indemnify and hold harmless the Village of Huntley, its officials, agents and employees against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in anywise accrue or be asserted against the Village of Huntley, its officials, agents and employees, arising, in whole or in part, in consequence of the performance of the **PROJECT NAME** work by the bidder, its employees, or subcontractors, or which may in anywise result therefrom, except as may arise from the sole legal cause of the Village of Huntley, its agents or employees. The bidder shall, at its own expense, appear, defend and pay all charges of attorneys and all cost and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the Village of Huntley, its officials, agents and employees, in any such action, the bidder shall, at its own expense, satisfy and discharge the same.

Bidder expresses, understands and agrees that any performance bond or insurance policies required by this contract, or otherwise provided by the bidder, shall in no way limit the responsibility to indemnify, keep, and save harmless and defend the Village of Huntley, its officials, agents and employees as herein provided.

The bidder further agrees that to the extent that money is due the bidder, by virtue of this contract as shall be considered necessary in the judgment of the Village of Huntley may be retained by the Village of Huntley to protect itself against said loss until such claims, suits, or judgments shall have been settled or discharges and/or evidence to that effect shall have been furnished to the satisfaction of the Village of Huntley.

Bidder:

By: \_\_\_\_\_ (Signature)

ATTEST:

\_\_\_\_\_  
(Corporate Seal)

**REFERENCES**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_

Contact: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_

Contact: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_

Contact: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_

Contact: \_\_\_\_\_

**VILLAGE OF HUNTLEY**  
**-PROOF OF INSURABILITY**

Proposal Submitted by:

\_\_\_\_\_

(Bidder's Name)

\_\_\_\_\_

(Address)

I, being duly sworn, do hereby acknowledge that I have read the insurance specifications herein and agree that the above bidder is eligible for insurance per the aforesaid specifications.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Signed: \_\_\_\_\_

(Authorized Agent)

Date: \_\_\_\_\_

Insurance Co. \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

***Village of Huntley  
Official Bid Sheet  
PROJECT NAME***

*Bidder Information:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Years in Business: \_\_\_\_\_

Quoted Total Price: \_\_\_\_\_

*Signature of Authorized Agent/Representative*

Name (Please Print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

## **BID SPECIFICATIONS**

### **PROJECT NAME**

**Village of Huntley will provide specific bid specifications for each project bid being requested.**

## **CREDIT CARD POLICY**

### **Introduction/Statement of Policy**

The purpose of this policy manual is to provide the Village of Huntley officials and staff with guidelines and directions for the acquisition of goods and services using Village issued credit cards. When used with good judgment and common sense, the policies and procedures conveyed herein will allow the Village to obtain required supplies and services efficiently and economically.

Employees and officials are expected to read and understand these policies and procedures. This policy is designed to be a fluid document and may be modified from time to time to conform to changes in legislation, technology, and actual practice. Although it may not answer every question related to purchasing practices, it does provide general guidelines for the use of Village issued credit cards. Employees or officials who need help dealing with specific situations not covered by the manual should contact the Village Manager or the Director of Finance.

The Village Manager shall be the final authority with regards to enforcement of any of the provisions of these policies.

### **Village Issued Credit Cards Code of Ethics**

All Village personnel and officials engaged in purchasing and related activities on behalf of the Village shall conduct themselves in a manner above reproach in every respect. Transactions relating to the expenditure of public funds require the highest degree of public trust to protect the interests of the Village and the residents of Huntley. Village employees and officials shall strive to ensure that public money is spent efficiently and effectively and in accordance with statutes, regulations, and Village policies.

### **Regulations**

Village officials or employees assigned a credit card or listed on a store credit account, shall use such credit ONLY for goods or services for the official business of the Village.

- Documentation detailing the goods and services purchased must be submitted before payment can be approved.
- The Cardholder is responsible for the protection of the credit card and will immediately notify the Director of Finance if the card is lost or stolen.
- If the Cardholder uses the card inappropriately, the Cardholder will be responsible for any charges incurred, and will be subject to discipline, up to and including termination and criminal prosecution.
- No alcoholic beverages may be purchased on a Village Credit Card.
- All charges on the Village credit card are subject to the Village Purchasing Policies and Ordinances.

- Any items purchased and/or benefits produced from the use of the credit card will be the property of the Village of Huntley.
- Any Village credit card shall be returned to the Director of Finance BEFORE the Cardholder leaves employment with the Village of Huntley.
- Any and all other Village Policies, Ordinances, or Regulations, including the Village's Training and Travel Policy shall also continue to apply to any transaction.

### **Guidelines for Card Use**

1. It is the responsibility of each cardholder to be acquainted with the purchasing policies and guidelines of the Village and to make card purchases in accordance with these policies. Village Credit card transactions include:
  - Business travel
  - Seminar Registration
  - Professional Memberships
  - Business meeting expenses
  - Purchase material and supplies
  - Purchase for items where the provider does not accept a purchase order and requires payment before shipment of product.

The above list is by no means complete. The cards may only be used for budgeted items and/or amended approved purchases. It is understood, that from time to time, payment by credit card is the most economical way of obtaining goods and services. The original receipt or a Village Expense Authorization form for these items must be attached to the monthly credit card statement.

2. The Village of Huntley credit card is not a personal credit card and remains the property of the Village of Huntley. All outstanding charges on the card are the liability of the Village of Huntley.
3. Cardholders cannot use the Village of Huntley credit card for personal purchases with the intent of reimbursing the Village of Huntley at a later date.
4. The Village of Huntley credit cards include the cardholder's name and account information on the front of the card. It may not be transferred to, assigned to, or used by anyone other than the designated cardholder. The only exception to this is when the cardholder authorizes a subordinate to charge Village expenses online, when no other means of obtaining the product or service is available or the use of the credit card is the most economical way or best business practice. Authorization by cardholder is required prior to using the credit card. Support must be forwarded to the cardholder immediately following the use.
5. The Village of Huntley retains the right to cancel the cardholder's credit card. Cards may be revoked for misuse or non-compliance of procedures.

### How to Purchase—Cardholder Responsibilities

1. An original receipt must support each purchase prior to processing the monthly statement. The cardholder is responsible for ensuring a receipt or adequate support for the items charged on the Village of Huntley credit card are included with the monthly statement received by the Finance Department. When online registration or purchases are made, printouts of the registration or purchase must be retained and attached to the monthly credit card statement.
2. For each charge on the credit card monthly statement, the purpose of each item must be itemized. Direction must be given as to the budgeted line item for the item to be coded.
3. In the rare case where no receipt is obtained, the cardholder must initial the credit card statement next to the charge. In addition, a certification that the expenses were incurred in the conduct of Village business must be completed and signed. (See Exhibit A)
4. For overnight business travel, in addition to supporting the monthly credit card statement, the cardholder still has the obligation to follow the Village of Huntley's Travel Expense Policy.

### Reconciliation Responsibilities

- The Village of Huntley receives monthly credit card statements.
- Upon receipt of the credit card statement, the Director of Finance or his/her designee shall be responsible for reviewing the statement for accuracy. This will include reconciling original receipts to the statement transactions. The cardholder will be notified if any receipts are needed to reconcile the statement.
- Verification of transactions on the statement is the responsibility of each cardholder.
- Cardholders are responsible for providing the Director of Finance or his/her designee with all sales receipts, packing slips for the transactions listed on the statement.
- If a receipt cannot be obtained after a reasonable effort, the cardholder should complete the Village Expense Authorization form (Exhibit A) and subsequently be approved by the Department Head and the Director of Finance. This will be allowed on an exception basis only, and continued failure to provide receipts will result in card privileges being revoked.
- The cardholder is responsible to follow-up with a vendor on any erroneous charges, disputed items, charges for tax, or returns.

- The cardholder may allow another employee to use his or her card. However *prior* to making a purchase when utilizing another cardholder's credit card (i.e. for registering online for a seminar) the Village Expense Authorization form (**Exhibit A**) must be completed.

### **Safekeeping**

- It is the responsibility of the employee who possesses a Village of Huntley credit card to maintain the safety and security of that card. Any lost or stolen cards should be reported 1) to the local police where the card was lost or stolen, 2) to the Credit Card Company, and 3) the Finance Department of the Village of Huntley.
- Any person leaving employment that has a Village of Huntley credit card shall surrender that card during their exit interview. The Finance Department should be given the surrendered card and they will contact the Credit Card Company to remove that individual from authorized users.

**CARDHOLDER AGREEMENT WITH THE VILLAGE OF HUNTLEY**

I, \_\_\_\_\_, on this \_\_\_\_\_ day of, 20\_\_\_\_, acknowledge receipt of a Village credit card and have received and read the above guidelines and policy.

I agree to abide by the terms contained in this document, and understand that violation of any of the foregoing provisions could result in loss of access to said credit card, or for more serious violations, may result in disciplinary action up to and including termination and criminal prosecution.

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Signature

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Printed Name and Title

EXHIBIT A

VILLAGE OF HUNTLEY CREDIT CARD USAGE AUTHORIZATION FORM

This form is to be used:

- 1) Prior to making a purchase when utilizing another cardholder's credit card (i.e. for registering online for a seminar); or
- 2) Authorization to pay from the statement when a receipt is unavailable. (This should be minimally used. Consistent misuse, i.e. no receipt provided, will result in the individual being responsible for the expenditure.)

Date: \_\_\_\_\_

Individual requesting: \_\_\_\_\_

Please Circle Type of Use

**\*Using another cardholder's credit card**                      **or**                      **\*Receipt is unavailable**

Vendor where the purchase was made: \_\_\_\_\_

Purpose of Expense: \_\_\_\_\_  
\_\_\_\_\_

Method of Purchase (Please Circle): Telephone/Internet/Other \_\_\_\_\_

Amount of Purchase/Charge \_\_\_\_\_

Account Coding \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Signature of Director of Finance

**If another's credit card is used please have completed:**

Approved By \_\_\_\_\_  
Village of Huntley Cardholder

\_\_\_\_\_  
Card Number

**RESOLUTION ADOPTING A NEW PURCHASING MANUAL**

**Resolution (R) 2018-06.xx**

WHEREAS, the Village of Huntley is a home rule unit of local government under the Illinois Constitution, 1970, Article VII, Section 6; and

WHEREAS, the Village Manager is authorized to establish the "Village of Huntley Purchasing Manual" to regulate purchases made on behalf of the Village ("*Purchasing Manual*"); and

WHEREAS, the Village Manager has promulgated an updated Purchasing Manual to reflect current Village purchasing practices and procedures; and

WHEREAS, the Mayor and Board of Trustees have determined that it will serve and be in the best interest of the Village to adopt the updated Purchasing Manual.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF HUNTLEY as follows:

SECTION I: The Village Board hereby approves the resolution adopting a new Purchasing Manual for the Village of Huntley.

SECTION II: This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

SECTION III: All Resolutions and parts of resolutions in conflict herewith are hereby repealed.

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
Trustee Goldman	_____	_____	_____	_____
Trustee Hoeft	_____	_____	_____	_____
Trustee Kanakaris	_____	_____	_____	_____
Trustee Leopold	_____	_____	_____	_____
Trustee Piwko	_____	_____	_____	_____
Trustee Westberg	_____	_____	_____	_____

PASSED and APPROVED this 14<sup>th</sup> day of June, 2018.

APPROVED:

\_\_\_\_\_  
Village President

ATTEST :

\_\_\_\_\_  
Village Clerk